



COMPLETE A COMMITTEE HANDOVER

How to

COMMITTEE HANDOVER CHECKLIST

Below is a list of tasks that should be completed after voting in new Committee Members at an AGM or SGM:

Step 1: Fill out the committee contact list (template available at <https://clubs.canberra.edu.au/manageyourclub>) and email to: uclifeclubs@canberra.edu.au. Completing this template allows UC Life to provide all committee members with access to the Club Dashboard on UniOne and the UCX Clubs and Societies Training Site on UC Learn.

Step 2: Change bank signatories - refer to the 'How to Change Bank Signatories' document on UniOne for instructions. Ensure that all club financial records are also passed to the new committee.

Step 3: Change admins on social media accounts

Step 4: Ensure important documents are read and understood by new Committee Members including the club constitution, rules of affiliation, relevant policies, strategic plan etc

Step 5: Provide new Committee Members with login details to club email address, website, drop box etc. New Committee Members should then update all login details to ensure previous committees no longer have access.

Step 6: Explain processes and provide information to new Committee Members regarding the following:

- UniOne
- Market day bookings
- Room bookings
- Equipment hire process
- Important club contacts
- Marketing strategies
- Club financial records
- UC Life Funding
- Committee meetings
- UC Life support

Step 7: Pass on new committee information to relevant contacts such as club members, faculty, sponsors etc.

Step 8: Pass on club inventory to new Committee Members including petty cash, marketing collateral, receipt books, membership forms, stationary etc.

Step 9: New Committee Members must review all information available in UniOne and complete all modules of the UCX Club Training Site so they are aware of all up-to-date UC Life information.

Step 10: Specific committee duties and roles must be explained to new Committee Members, this is preferably done in a handover meeting where previous committee members pass over knowledge to the new committee members.