## THE HANDOVER

*Emotional as it may be, all good things must come to an end, and that means you must handover your beloved club or society to the next group of people. Make sure you do your handover properly as you don’t want all your hard work to go to waste when the new committee take over! Here are some tips on how to handle the handover (and the emotions)*

**WHAT TO HANDOVER PHYSICALLY**

* A formal record of all activities and meeting minutes from the secretary
* Annual report
* An overview of the year, what worked, what didn’t work, what you wouldn’t do again etc.

**REMEMBER**

* Hold your AGM early to allow time for handover meeting and crossover training to happen
* Invite the new committee to committee meetings as soon as they are elected to let them get an idea of how things work
* Make sure all committee members know and understand their roles
* Incoming Treasurer, President and Secretary change signatories

**AGM**

*At the end of semester 2 each Club and Society* ***must*** *hold an AGM to democratically elect new committee members for next year. AGM’s are often held in first semester too in order to elect free positions and also your first year rep.*

Running an AGM is easy here is a checklist to make sure yours run smoothly:

* Book a room
* Get refreshments
* Promote through social media and posters etc.
* Have pens and paper for voting
* Have a presentation of the work done during the year or plans for the year

**NOMINATIONS**

A candidate must be nominated by someone present at the AGM and then that nomination must be seconded by a different person. Only then can the nominee be put forward to the vote.