

## Club Handover Checklist

Please ensure all of the below tasks have been checked off during your succession training and handover to new Exec for the future leadership of your club.

Complete	Task
✓	<b>Hold a meeting with current Exec to determine who will be staying and who is leaving.</b>
	<b>Discuss club members who have shown leadership potential who may be strong candidates for mentoring.</b>
	<p><b>Set a date for your AGM and advertise this to club members.</b></p> <p>It's best to hold this towards the end of Semester 2 but make sure to leave yourself enough time to hand over as it's a busy time of year.</p>
	<p><b>Ask for nominations.</b></p> <p>Members can nominate themselves or each other for roles. The nominated person should be given the opportunity to give a short speech on why they would be suitable for the position.</p>
	<p><b>Hold an election.</b></p> <p>This can be done anonymously by paper vote during the AGM, using an online platform or any other suitable method.</p>
	<p><b>Announce your new Exec.</b></p> <p>Notify successful candidates and the rest of the club of their new leadership team.</p>
	<p><b>Role Briefings.</b></p> <p>Hold a group or individual meeting/s with the current and new Exec, allowing each person to connect with their counterpart. Discuss what the role entails, pass over any tips and tricks, and allow the new person to ask questions.</p>
	<p><b>Co-lead a meeting.</b></p> <p>If your timeline allows, it's a great idea to co-lead a meeting with your new Exec. This allows them to take the reins and practise their role knowing you are there to support them or jump in when necessary.</p>
	<p><b>Documentation Handover.</b></p> <p>If you have any records on file including budgets, quotes, event plans, members lists etc. from the current year, remember to pass this information on. A Google Drive folder can be a great free option allowing multiple people access.</p>
	<p><b>Social Media &amp; Communications.</b></p> <p>It's super important to remember to write down the passwords for all club accounts and pass these on – no one wants to have to make the 4<sup>th</sup> Insta profile for your club! Include Facebook, Instagram, email, QPay etc.</p>

	<p><b>Attend LUSA's Club Hui.</b></p> <p>Both current and new Exec members should attend the Hui to provide feedback on the year, exchange knowledge and learn more about operating a club.</p>
<p><b>New Exec</b></p>	
	<p><b>Re-affiliation.</b></p> <p>Head to LUSA's website to find the link to re-affiliate your club for the coming year.</p>
	<p><b>Complete LUSA's Club Training.</b></p> <p>Attend a virtual club training to learn about using QPay and other operational aspects of your club.</p>
	<p><b>Set up your Registration Link.</b></p> <p>Members can't register without it! Check out the LUSA website, Clubs Kickstart Guide or QPay's FAQ section for help on how to do this.</p>
	<p><b>Register for Clubs Market.</b></p> <p>This event is the best opportunity to recruit new members and connect with students, so make sure to register. It is held on the first day of Semester 1, and the LUSA Clubs Coordinator will send you further information.</p>