

Club Handover Checklist

Complete	Task
	Hold a meeting with current Exec to determine who will be staying and who is leaving.
	Discuss club members who have shown leadership potential who may be strong candidates for mentoring.
	Set a date for your AGM and advertise this to club members. 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.
	Ask for nominations. 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.
	Hold an election. This can be done anonymously by paper vote during the AGM, using an online platform or any other suitable method.
	Announce your new Exec. Notify successful candidates and the rest of the club of their new leadership team.
	Role Briefings. 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.
	Co-lead a meeting. 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.
	Documentation Handover. 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. LUSA can set up a team's portal for hosting documents on your behalf if requested.
	Social Media & Communications. 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 4th Insta profile for your club! Include Facebook, Instagram, Snapchat, email, Rubric etc.
	Attend LUSA's Club Hui. 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.
New Exec	
	Re-affiliation Head to Rubric (Administration < Forms) and complete the re-affiliation form.
	Complete LUSA's Club Training Attend LUSA's club training to learn about using Rubric and other operational aspects of your club.
	Set up your 2027 Rubric Membership Memberships can't register without it! Check out the LUSA website, Club Kickstart Guide or Rubric's FAQ section for help on how to do this.
	Register for Clubs Market 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 Thursday of each semester, and the LUSA Student Community Coordinator will send you further information.

LUSA Clubs Succession Planning and Handing Over of Club for 2027

Succession planning ensures your club continues to thrive as members move on. It prevents leadership gaps and preserves valuable knowledge by mentoring future leaders.

Why it matters:

- Smooth handover of roles each year
- Long-term continuity and goal delivery
- Preserves the hard work of past members

Step 1: Determine your clubs position

Meet with the current exec to confirm who is staying and who is stepping down. Identify key roles that need to be filled and potential members who've shown leadership potential.

Step 2: Identify key skills and update role descriptions

Outline the essential skills and responsibilities for each role. Create brief role descriptions to help candidates understand expectations and prepare effectively.

Step 3: Advertise and elect successors

Announce available roles and invite members to nominate themselves.

Shoulder-tap and encourage strong potential candidates to apply.

Hold elections where nominees can introduce themselves, and members vote for their preferred candidates.

Step 4: Induction

Meet with your new exec and pass on key knowledge and experience. Share essential resources like:

- A list of key tasks
- Relevant contacts
- Important documents (e.g. via OneDrive folders)
- Usernames and passwords

Provide this information both verbally and in writing. Co-lead the next meeting or event to support their transition and build their confidence.

Step 5: Reaffiliate Your Club

Reaffiliation can be completed by the incoming exec, or jointly with the outgoing exec.

You'll need:

- Rubric login details
- A list of 10+ members
- 2027 exec names, emails and phone numbers
- AGM Minutes including:
 - Evidence of an exec election
 - A financial report
- A signed Constitution & Code of Conduct (available on LUSA's website)
- A list of club assets (e.g. camping mats)
- A draft outline of planned events for 2027 (optional)

Once you have this info, complete the reaffiliation form via Rubric (link on LUSA's website).

Questions?

Email **clubs@lusa.org.nz** we're here to help!

**For more info,
see the Clubs
Kickstart
Guide here**

