

HANDOVER

WHAT

Handover is when you pass on your role to the next elected student leader who will take your place.

WHO

All student leaders are responsible for the handover of their role; President, Treasurer, Finance Officer, Web Officer, Secretary...

WHEN

This takes place immediately after the elections, once you know who the next elected leaders are, you can handover to them.

WHERE

Once the new leaders have been elected you should arrange to meet up to brief them on their new role (your current role) either in a public place or you can book a room.

WHY

You owe it to yourself and your club members to ensure everything carries on well without you. It would be a shame to let all that hard work go to waste. Therefore, it is important that you pass on all the knowledge and resources you have gained to the next leader so they can keep up the good work. A strong handover makes for a strong continuation of your club.

HOW

To handover to the new leader you must brief them on their new role. Just think back to when you were new and all the things that would have been helpful to know. It might be a good idea to create a handover document with a list of tips, contacts, logins and FAQs at the beginning of your year and keep adding to it, then when you reach handover you have a document ready to pass on. If you are unsure where to start every Club should have a 'Code of Practice' which is kept up to date each season, this includes a list of responsibilities for each role and what Sport Brighton expects from Clubs. Contact Sport Brighton if you want your club's copy or a blank one to fill in or download it below.

It is important to pass on all account log-in details (emails, social media, and website), event plans and useful contacts you have made through previous events and activities.

Letting the new leaders know how to go about doing things will make their life a lot easier. Tell them what worked well and what didn't so they can avoid any pitfalls and continue the successes. Think about a 'bridging period' where roles operate side by side in the Summer term so that the new leaders can learn.



LINKS

Elections

Code of Practice (see forms tab)

Committee Structure