

HANDOVER

You are graduating or fancy a change! No matter which one, thank you and well done for all the work you have done for your society! Here are some tips and tricks to help with handing over to the new society leaders, to make it as smooth as possible.

- Compile your files. Any branding, templates, logos, documents related to your society need to be transferred to the new leaders.
- The best way to do this is through OneDrive or Teams. Make a zipped folder with all of the documents you are transferring, upload it to the drive and share it with the new leaders. Make sure all the files are labelled correctly. If some documents are hard to understand without context, make a short word document explaining what those documents or files are for.
- Arrange a time to meet with the new leaders and have a chat about the changeover. This can be super informal at a café, at uni or on teams- whatever everyone is comfortable with. Before this meeting, it is a good idea to share any files in advance to allow the new leaders to ask questions on anything they are unsure about. Share any tips you have picked up along the way that might make their lives easier!
- Tell your society who is taking over as leader. It might be good to arrange a society meet where the new leaders shadow you and help run the session. This will help your members get to know the new leaders if they are not familiar with them, and give the new leaders a chance to watch how you set up and operate your event.
- Make sure the new leaders are logged in and comfortable being moderators on your social media or Discord server. This is important as some people will not have used Discord before as a moderator- it can be tricky if you don't know what you're doing! Tell them that if they have any issues with passwords or social pages to contact the SU staff for support.
- Have fun with it! If you have any specific ideas to help integrate the new leaders, go for it- each society is unique and will deal with the handover differently. If you have any concerns or questions at all or just need a chat, the SU staff are always on hand to help!

.....SOCIETY HANDOVER

YEAR:

Things that went really well:

Things we wanted to do but didn't get a chance to

Top tips for being a society lead

Which spaces on campus work well? Which venues/businesses are popular with students?

Advice for the Societies Fair or promoting the society

Anything else?

Remember to also give them copies of the most up to date logo, social media log in details and any risk assessments that have been approved!