**Club / Society Handover Document**

|  |
| --- |
| **Club / Society Details** |
| **Club / Society Name** |  |
| **Membership Fee** |  |
| **Category** | Choose an item. |

**Current Committee**

**Add details about the current roles you have on your committee. Add information about key projects you have worked on, and anything you would like your successor to know. You can add more positions if needed.**

|  |  |
| --- | --- |
| **Role** | **Main Responsibilities** |
| **President** |  |
| **Secretary** |  |
| **Social Secretary** |  |

**Society Aims**

**Outline what your main society goals are and what you hope members will get from joining your society. Add more rows if you need to.**

|  |  |
| --- | --- |
| **Aim** | **Details** |
| **Aim 1** |  |
| **Aim 2** |  |
| **Aim 3** |  |

**Hopes for the Future**

**Give details about what you would like your new committee to work on or to improve. Think about some of the challenges you faced during your tenure, what you wish you had more time to accomplish and possible suggestions for the new committee.**

|  |  |
| --- | --- |
| **Suggestion** | **Details** |
| **Suggestion 1** |  |
| **Suggestion 2** |  |
| **Suggestion 3** |  |

**Login Details**

|  |  |  |
| --- | --- | --- |
| **Platform** | **Username / Address** | **Password** |
| **Instagram** |  |  |
| **Facebook** |  |  |
| **External Website** | **(link)** |  |
| **Club / Society Email** |  |  |

**Key Contacts**

**Add contact information of suppliers for equipment, venue hire or any companies that your club or society often use for events or activities. And include information about what you have previously contacted them for.**

|  |  |  |
| --- | --- | --- |
| **Contact Name** | **Email Address** | **Purpose** |
|  |  |  |
|  |  |  |
|  |  |  |

**Other Information**

**Add any other information that you would like to include in your handover here.**