

How To:

Complete Committee Handover

Below is a list of tasks that should be completed after voting in new Committee Members at an AGM or SGM:

- Fill out the committee contact list (template available on the UC Life! website) and email to: uclifeclubs@canberra.edu.au
- Change bank signatories - refer to the 'How to Change Bank Signatories' document on the UC Life! website for instructions
- Change admins on social media accounts
- Ensure important documents are read and understood by new Committee Members including the club constitution, relevant policies, strategic plan etc.
- Provide new Committee Members with login details to club email address, website, drop box etc.
- Explain processes and provide information to new Committee Members regarding the following:
 - Affiliation
 - Market day bookings
 - Room bookings
 - Reimbursement requests
 - Sponsorship
 - Important club contacts
 - Marketing strategies
 - Club mailbox
 - Pooled funding
 - Committee meetings
 - UC Life! support
- Pass on new committee information to relevant contacts such as club members, faculty, sponsors etc.
- Pass on club inventory to new Committee Members including petty cash, marketing collateral, receipt books, membership forms, stationary etc.
- New Committee Members must examine the UC Life! website ensuring all information available is read and understood
- Specific committee duties and roles must be explained to new Committee Members