# Handover Meeting Prompts – All Members Meeting and Individual Role Meetings – uea.su

## **All Committee Members Handover Meeting**

***Who should attend:*** All incoming and outgoing committee members.

***The purpose:*** Focus this meeting on having an open conversation with all committee members to reflect on what went well in your student group this year, what could have gone better in your student group this year and how recently-elected committee can use this feedback to make change. This conversation shouldn’t focus too much on individual responsibilities but allow new committee to get an overall insight into the ins and outs of the society before taking over control of the student group.

***Prompts:*** Here are some questions that we recommend you talk about in your all committee members handover meeting. Feel free to steer away to other topics not included on this list if you feel there is something important you want to chat about as a full committee:

* **General (Areas for Improvements, The Atmosphere of your society, Future Ideas)**
  + Describe the atmosphere of your society?
    - Do members get along?
    - Are there any cliques in your society? How do you tackle these?
    - Do you have many people try out your society but not officially join? Or many people that stop engaging in your society during the year?
* What is the demographic (age, race, gender, year of study, faculty) of your society members?
  + What was the hardest thing about running this society?
  + What was the best thing about running this society?
  + What is one thing outgoing committee members think incoming committee members should develop/work upon to improve the society?
  + Were there any ideas or activities that outgoing committee members were not able to achieve that they feel new committee should consider putting on/working on?
* **Finance**
  + Is your subs account still ‘in the green’ and not overdrawn?
  + Did you take advantage of financial opportunities, such as seeking out sponsorships or selling products, like merchandise, to your members?
  + Did committee and society members have any problems with any financial processes, such as using the expenses365 app or paying invoices
* **Committee Meetings**
  + Did committee members meet frequently enough during the year?
  + Did you run an All Members Meeting? How often did you run these? (*You should run at least one all members meeting each semester to check in with members*)
* **Events and Activities**
  + Did you run events/activities frequently enough?
  + Are there any standout events or activities you ran that members enjoyed? Any events that members didn’t enjoy?
  + How do you adapt your events/activities for members that do not fit into you ‘standard’ member demographic?
  + How easy were the events/activities were to organise? Were any especially challenging?
  + Did you participate in any SU campaigns or events programme, for example, Top of the Socs, any of the history months, Do Something Different programme?
  + Did you find the event process went smoothly within committee e.g. secretary booking rooms, health and safety writing risk assessments .etc?
* **Engagement from Members**
  + How did you keep enthusiasm for your society high this year?
  + Were members engaged on social media, or any social media campaigns in particular?
  + What platforms or forms of communication did you find committee members engaged the most with or in e.g. emails, posts in a facebook group, group calls?
  + Were there any frequently asked questions from society members to committee?
* **Health and Safety**
  + Did you have to submit any accident or incident forms?
  + Who usually wrote your risk assessments?

## **Individual Role Handover Meeting Prompts**

***Who should attend****:* These meetings are for specific committee roles to come together, for example the incoming and outgoing president meet up to handover, the incoming and outgoing treasurer meet up to handover, and so on.

**Purpose**: To chat in more detail about the roles and responsibilities of the specific committee role, the activities and projects they undertake, and allow the incoming committee member to ask specific advice relevant to their new role.

**Prompts:** Here are some questions that we recommend you talk about in your individual role handover meeting. Feel free to steer away to other topics not included on this list if you feel there is something important you want to chat about together:

* **Prompts for All Roles To Discuss** 
  + What are the main roles and responsibilities of this role?
  + What projects/activities did you play a big role in?
  + What aspect of this role did you find the most challenging?
  + What aspect of this role did you find the most enjoyable or fulfilling?
  + Is there anything you would have done differently during your time in this committee role?
  + What is the best piece of advice you would give the incoming person taking over your role?
* **President/Vice President Prompts**
  + What were your main goals as president that you wanted to implement during your leadership? What change did you try to make?
  + What key areas of the student group did you try to develop during your time as President? What were your priorities that you wanted to make change on?
  + Did you have to manage any conflict within the committee or within the wider student group? How did you manage this and what did you learn from this that could help the incoming president?
  + How did you delegate work to committee members? Did you learn anything from this that could help the incoming president?
  + What issues did you identify in the student group that you felt needed to be improved upon (for example its atmosphere, its commitment to inclusivity and accessibility, the role of alcohol in your student group .etc)? How did you try to tackle these issues with the Equality and Diversity Officer?
* **Treasurer Prompts**
  + Did you use any documents or spreadsheets, to keep a track of your finances? Can you share these documents or spreadsheets with the incoming committee?
  + What things did you advise the committee to cut back or budget on to ensure you didn’t overspend?
  + Did you try and seek sponsorship agreements? If you did, which companies were responsive/interested?
  + Were there any financial processes that you found challenging? For example, expenses, paying invoices, raising purchase orders?
  + Did you apply for any grants from the SU? If you did, did you secure any funding?
* **Secretary Prompts**
  + Did you use any documents or spreadsheets, to keep a track of projects or processes committee members were working on? Can you share these documents or spreadsheets with the incoming committee?
  + How did you juggle all the roles and projects a secretary is involved in? Do you have tips for the incoming secretary to help balance everything?
  + Secretaries have a crucial role in keeping the student group running. Did you change the way the student group did things/communicated things/ran things to make processes easier or to make the group more efficient?
  + Did your current organisation system, whatever that may be, work for your committee members and society members?
* **Equality and Diversity Officer Prompts**
  + What key areas of the student group did you try to develop during your time as Equality and Diversity officer to make the group more accessible and/or inclusive?
  + What areas or aspects of your student group do you think still needs development to make them more inclusive and/or accessible? Do you have any advice on how to do this?
  + Did members approach you with issues about the student group? How did you manage this? Did you learn anything from this experience?
* **Health and Safety Officer Prompts**
  + Did you have to complete any accident or incident forms?
  + Did you have to cancel any events/activities because you could not safely mitigate risk they may cause?
  + Did you write all of the risk assessments for the student group, or was this shared with events/social officer and secretary? How did this process work if it was shared?
* **Events and Socials Officer Prompts**
  + How did you work to ensure events and socials you ran were inclusive, accessible and diverse?
  + Did your members request any events and socials in particular?
  + Did you run events/activities frequently enough?
  + Are there any standout events or activities you ran that members enjoyed? Any events that members didn’t enjoy?
  + How do you adapt your events/activities for members that do not fit into your ‘standard’ member demographic?
  + How easy were the events/activities were to organise? Were any especially challenging?
  + Did you participate in any SU campaigns or events programme, for example, Top of the Socs, any of the history months, Do Something Different programme?
* **Publicity Officer Prompts**
  + Were members engaged on social media, or any social media campaigns in particular?
  + What channels of communication did you use to publicise your student group and its activities? Which of these channels of communication did you find the most effective?
* **Union Council Rep Prompts**
  + When and how did you report back the information and points discussed at Union Council to your members?
  + Did you have any motions or topics discussed at council that you spoke up about due to the way the motion or topic impacted your student group? What did you learn from this that the incoming Representative may find useful to know?