

**Society Committee Handover**

**2021 - 2022**

Name of society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General guidance on this document**

This document contains a general guide on what important information needs to be transferred between the new and outgoing committee.

Outgoing committee members should complete as much of this document as possible, before passing it over to the incoming committee. We have marked any sections that require you to input information in blue. Pages that are not marked with blue contain information that is useful to know, but does not require committee members to fill in anything.

As well as producing this document, we recommend you have a face-to-face (in these current times, this should be a virtual face to face meeting) to chat over the document, pass over any tips, and ask questions you may have.

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# Committee Contact Information

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| --- | --- | --- | --- |
| **Outgoing Committee Information** | | | |
| **Committee Position** | **Name** | **UEA Username (abd21def)** | **Email Address** |
| President |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Health and Safety Officer |  |  |  |
| Equality and Diversity Officer |  |  |  |
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| **Incoming Committee Information** | | | |
| **Committee Position** | **Name** | **UEA Username (abd21def)** | **Email Address** |
| President |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Health and Safety Officer |  |  |  |
| Equality and Diversity Officer |  |  |  |
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# Externals Contact Information

Has your society worked with an external company that you want to pass on the details for? For example, a sponsor, a compay that produced merchandise for you, a trip company. If you have, fill them in below.

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| --- | --- | --- | --- |
| **Contact’s Name** | **Contact’s Email/phone number** | **Company they work for** | **How did they work with your society?** |
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# UEA SU Contact Information

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| --- | --- | --- | --- |
| **Role** | **Talk to for…** | **Name** | **Email Address** |
| Activities and Opportunities Officer | Anything to do with the student experience, improving clubs and societies, student media, general concerns or questions about student opportunities at UEA | **Lizzie Payne** | [**Elizabeth.payne@uea.ac.uk**](mailto:Elizabeth.payne@uea.ac.uk) |
| SU Opportunities General | Anything to do with clubs and societies, Expenses365 app, club and society memberships, club and society price changes | **SU Opportunities General** | [**Union.opportunities@uea.ac.uk**](mailto:Union.opportunities@uea.ac.uk) |
| Head of Opportunities | Complaints or incidents within student groups, emergencies or feelings about student opportunities on campus | **Currently recruiting** | **Currently recruiting** |
| Student Groups Coordinator | Committee training, committee elections, Student Media queries, Societies and Sports Executive. Chloe also answers the union.opportunities inbox, so you can ask her anything to do with clubs and societies (memberships, price changes .etc) | **Chloe Platt** | [**Chloe.platt@uea.ac.uk**](mailto:Chloe.platt@uea.ac.uk) |
| Student Groups Coordinator (Events) | Student Events, Risk Assessments  And Field Trips | **Alys Kimberley** | [**alys.kimberley@uea.ac.uk**](mailto:alys.kimberley@uea.ac.uk) |
| Student Groups Coordinator (Widening Participation) | Ideas on making your student group more accessible and inclusive, and how to run a student group outreach event | **Lea Denley** | [**l.denley@uea.ac.uk**](mailto:l.denley@uea.ac.uk) |
| Student Groups Coordinator (Buddy SU) | Anything to do with buddy(su) | **Amy Rust** | [**Amy.rust@uea.ac.uk**](mailto:Amy.rust@uea.ac.uk) |
| Liberation, Diversity and Equality Coordinator | Ideas on making your student group more accessible and inclusive | **Jen Bello** | [**j.bello@uea.ac.uk**](mailto:j.bello@uea.ac.uk) |
| Do Something Different Administrator | Anything to do with our extra-curricular event programme, Do Something Different | **Jess Thomas** | [**j.thomas2@uea.ac.uk**](mailto:j.thomas2@uea.ac.uk) |
| SU Finance Team | Any financial issues or questions to do with student group finance | **Kimeng Limbeu and Sarah Munday** | [**su.accounts@uea.ac.uk**](mailto:su.accounts@uea.ac.uk) |

# Account Details for Emails, Group Chats, Social Media Accounts

|  |  |  |
| --- | --- | --- |
| **Email and Social Media Account Information** | | |
| **Platform** | **Email Address/Username Info** | **Password** |
| Facebook | (+ page/group name) |  |
| Instagram |  |  |
| Twitter |  |  |
| LinkedIn |  |  |
| Discord |  |  |
| Society Email Address |  |  |
| …… |  |  |

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| --- | --- | --- |
| **Group Chat Information** | | |
| What Platform is it on? | Who is it for? | Who is the current owner/has admin control? |
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| **Any other Technical Information to Handover?** |
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# Locker Information

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| --- | --- |
| **Does your society have a society locker?** |  |
| **What number is your locker?** |  |
| **Who has the key?** |  |

# Equipment Inventory

This is an opportunity to list any equipment that your society communally own.

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| --- | --- | --- |
| **Item** | **Where is kept?** | **Notes (e.g. condition of item, anything extra to know)** |
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# Events and Activities

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| --- | --- | --- | --- | --- |
| Event/activity name | Description of the event/activity | When did you host the event/activity? | Where did you run the event/activity? | How did it go? What would you change? |
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List of a few campaigns the SU run or support that you could run get involved in by hosting your own corresponding events or activities:

* Black History Month
* Disability Awareness Month
* LGBT+ Month
* Women’s+ History Month
* Go Green Week
* Go Global
* This Girl Can
* Do Something Different Programme and Festival
* Mental Health Awareness Day/Week
* Derby Day