

Taking over a new Club, Society or Project is a huge responsibility and there is always lots to learn for the whole committee. This document can't tell you everything specific to your situation, but should give you some indications of the bare minimum you will need to know to function well next year. Remember, responsibilities officially swap over on 01 August – until then the Officers elected to run a Club, Society or Project group for 2013/14 are still responsible for and in charge of what goes on. so this is the ultimate deadline by which time your handover will have to have been completed!

You should arrange to meet up with your predecessor and ask them to explain in as much detail as possible about what their role has entailed, any problems they have faced and a rough timeline for the past year of activities. The checklist below should provide some guidance as to the sort of information you should be aiming to have collated. Try printing this off and then ticking off each suggestion as it is completed.

| Information to handover, find or obtain | Useful notes |
|---|--------------|
| Do you know where the Student Activities Centre is? | |
| Do you know how to contact the Student Activities Centre ? | |
| Do you know where your Club, Society or Project pigeon hole is? | |
| Do you what which Management Group your Club, Society or Project is part of? | |
| Do you know where the pigeon hole for your Management Group is located? | |
| Do you know how to contact the other people who've been elected to help run your Club, Society or Project next year? | |
| Does your Club, Society or Project have equipment stored anywhere? | |
| If your Club, Society or Project has equipment stored, are you aware of how to access the keys? | |
| Are you aware of how to update a key list for storage spaces in Beit Quad? | |
| Are you aware of how to request a room and the associated rules and procedures? | |
| Are you aware of how to request a minibus or coach? | |
| Do you know how to request any of the equipment that can be borrowed from the Student Activities Centre such as a projector? | |
| Have you discussed the role of your Management Group with your predecessor or the Chair of that group? | |
| Are you aware of the requirement to attend Management Group meetings? | |
| Do you know how to contact the Chair or Treasurer of your Management Group ? | |
| Do you know where to find details of the financial position of your Club, Society or Project? | |
| Do you know how much Union grant your Club, Society or Project has been awarded for 2013/14, and for what? | |
| If your Club, Society or Project is in debt are you aware of the repayment plan? | |
| Has your new Treasurer obtained the bank paying in book for the Club, Society or Project? | |
| Are you aware of the password for your Club, Society or Project email account? | |

If your Club, Society or Project has a mailman email list provided by ICT, do you know the administrator password?

Do you know about eActivities, how to login and what you can use the system for?

Do you know how to login to eActivities to set up products in the online shop, download purchase reports and add items to the What's On calendar?

Are you aware that if you have a Club, Society or Project website that it must be hosted on the Union's web server?

Are you aware of the Union's web policy?

If you have a new person responsible for your Club, Society or Project website have they requested access to the server?

Are you aware of the Union's rules around publicity of your events and activities?

Are you aware of the rules surrounding events being hosted on campus?

Are you and your incoming team aware of how to run the normal events of your Club, Society or Project such as regular training sessions or concerts?

Do you know where to find information about holding large one off events?

Have your predecessors informed you of any events which have been unsuccessful in previous years?

Do you know if the current committee have committed to holding any events next year already? - If so, make sure you have the details and paperwork?

Has any space been booked for the Club, Society or Project for next year?

Are you content with any safety procedures which the Club, Society or Project operates?

Do you have a list of the Club, Society or Projects' equipment? Do you know where it all is, how much it is worth and what condition it is in?

Are you aware of what maintenance needs to be carried out to your Club, Society or Project's equipment over the next 18 months?

Do you know where your Club, Society or Project inventory can be found on eActivities and how it can be updated?

If your group uses instructors do you know how to contact them, how much they cost and what your agreement with them is?

If you have received sponsorship or donations from external organisations do you know the contacts within those organisations?

Are you aware of any bids for sponsorship which have been made by your predecessors for next year and do you have copies of the contracts?

If you honestly know the answers to none, or very few of the above questions then contact the **Deputy President (Clubs & Societies)** by emailing dpcs@imperial.ac.uk. Also do this if you cannot contact your predecessor. All the information about training for new officers of Clubs, Societies & Projects can be found online at imperialcollegeunion.org/training

Some training is compulsory with validation quizzes, validation can be carried out online at imperialcollegeunion.org/validation