

2016/17 edition



Dep Soc Handover

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This manual will:

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Explain the importance of having a handover

2

Suggest when to have a handover

3

Detail what needs to be included in a handover

Frequently Asked Questions

When should we do our handover?

See information on page 5

Should we create a handover document or have a handover meeting?

Pages 5 and 6 go over the various formats that you might want to consider

Is there a checklist that we can use for handover?

Yes we have a DepSoc specific handover checklist you can use on pages 8 and 9

Introduction

Handovers are really important - that's the message we got from speaking to Departmental Society (or Dep Soc) Committee members at the Union. They ensure new Committees are set up to succeed, prevent the same mistakes being made year after year and save everyone work in the long run. Make no mistake though; the benefits aren't restricted to new Committees. Departing Committee members can ensure their hard work in improving the Departmental Society hasn't gone to waste, as well as gaining invaluable training and mentoring experience to showcase to future employers.

We've created this guide to give you a few hints and tips about how best to go about this. Handovers can take any format you wish but if you're stuck for ideas, we've included examples of methods other Clubs and Societies used and found useful. Included in this guide is information about why handovers are important, formats you can use, when to handover and what information to include. If there's anything we've missed or if you have any more questions please just ask!

What is a handover?

Handovers involve an old Committee sharing its practices and knowledge with the new Committee. Old Committees should proactively share their knowledge, and new Committees should be armed with questions to ask. Handovers include verbally sharing your knowledge, as well as having a physical or virtual document.

When should we have a handover?

By the start of the Autumn term, each Departmental Society needs to have organised its Freshers' events and Mums and Dads or Buddies schemes. Many sponsorship deadlines are also during the Summer so you need to bear this in mind and plan accordingly. In order to get these done you will need to put some hours in over the Summer and before the end of the Summer term. Committee members may graduate, take a year abroad, go back home or work full-time during the holidays so get your handover done whilst you all can.

Why is it important

Incoming Committees:

- ▲ This is your opportunity to gain all the information you need about how to run the Departmental Society before the old Committee leaves.
- ▲ The Society has a higher chance of success if they have a handover. Fact.
- ▲ You'll save time and effort in the long run. Rather than having to start

everything from scratch you can neatly pick up the baton from the previous Committee. You may not want to do everything exactly as they did but you'll at least need to know the basics of how things work.

- ▲ It's the only way to find out everything there is to know about the Society. Union staff won't know the answer to specific questions for your Society, so it's best to get this information direct from the old Committee. You can ask questions you need answering, be shown how to use relevant software (mailing lists, eActivities etc.) and anything else that's relevant.
- ▲ Take advantage of the old Committee's knowledge to discuss new ideas and aims. They'll let you know what's realistic and help you towards your goals.

Outgoing Committees:

- ▲ Gain fantastic examples for your CV and job applications. By giving a detailed handover you're demonstrating that you've handled your position of responsibility well, developed your leadership skills and acted as a mentor. Demonstrate your initiative by delivering your handover your own way. Practice discussing what you did during your time as a Committee member– it's brilliant practise for applications and interviews.

- ▲ Don't ruin all the hard work you've already put in at the final hurdle. Avoid the new Committee making mistakes and ensure your bright ideas are kept up. Explain what your society does and importantly why.
- ▲ Finally, the more information you provide now the less the new Committee will need to contact you later.

Format of Handover

We've included a suggested handover checklist for you to tick off topics once covered. This can be used as the basis for your own document and also be used to format face-to-face meetings. This is intended to serve as a reminder, so please go into each topic in as much detail as you can.

You should:

Have a physical or digital document.

There's so much information to pass on it's good to have it written down. It's impossible to remember everything discussed face-to-face and allows future Committees to refer to this in a year's time. Contact details especially need to be written down.

Meet to go over your document face-to-face.

This is the new Committee members' opportunity to ask questions and it's so much easier to do this face-to-face than via email or other methods. Summarising a year's worth of work is not easy and it's so easy to miss things out, so this is

your opportunity to revisit it. It's good to check that you're all on the same wavelength.

Initiate meetings and introductions with relevant people.

If you can, invite the new Committee members along to any remaining meetings, or bring them along to introduce them to key staff members or volunteers.

What should you include in a handover?

Many incoming Committee members have pointed out that because they haven't done the job they don't know what to ask! We've attached our handover checklist for you to tick off important points as you cover them, which serves as a reminder for outgoing members too. Here's our guide to key questions to address:

For outgoing Committee members:

- ▲ Do you have any ideas/suggestions for next year's Committee? Anything that you would have liked to have achieved but it didn't happen this year?
- ▲ Be brutally honest about your successes and failures. What do you wish you'd known? Make sure they don't make the same mistakes that you did!

- ▲ If you can, leave the new Committee with your contact details (an email address is good enough) just in case they have any burning questions. There's bound to be something important one of you forgot to mention.

Questions/Issues

If you have any questions about handovers (or anything else!) please don't hesitate to come and see us at the Students' Union or contact the Student Activities Centre (clubs@imperial.ac.uk). We'll be happy to answer any questions you might have!

Handing over checklist

To check



Publicity: Dep Soc pages on Facebook, Twitter, mailing lists, website admin. Ensure you've got passwords, instructions, permissions, etc. How did last year's Committee target incoming freshers?

New Treasurers: bank paying in book

Finances: what's the bank balance? Any payment plans in place? What was the ICU grant for 2013-14? What does this cover? Does your department offer funding, and if so, how much?

Events: what are the Departmental Society's annual events? When are they held? What usually happens? Don't forget dinners, Mums & Dads/ Buddies events, Freshers' Fair etc.

Previous events: how much did they cost? How successful were they? What made them a success? What could be improved in the future? How much were tickets/entrance charges? What's the best way to arrange similar events?

Mums and Dads/Buddies: is it your Dep Rep or Dep Soc who organises this event? How successful was it and when did the planning start? Does your department help fund it? When is it normally held?

Sponsorship: what sponsorship exists? How was sponsorship gained? When was it arranged?

Successes and failures: what would the last Committee have liked to have known before they started? What would you have done differently (and why)? Did anything go wrong?

Communication: how often does the Committee meet? How does the Committee communicate with one another? Copies of communication via email and written correspondence from the previous year. Copies of previous meeting minutes.

Future improvements/ideas: do the existing Committee have any suggestions for how to change things this year? And ideas to implement? Was there anything the Committee before them did well which could be brought back?

Contact details: previous committee's members, staff contacts (Union, Academics & Departmental support staff), external suppliers and venues. Who's useful? When is best to contact them? What's the best method of contact?

To check



New Committee: contact details of fellow new Committee members and their roles.

Union Reception: location (Level 2, Beit Quad), contact information.

Requesting rooms: how to, rules & procedures

Constituent Unions: which Constituent Union and Management Group does your Dep Soc belong to? Where is the Constituent Union's pigeon hole? What role do they have (check with previous Chair)? Do you have to attend any of their meetings?

Constituent Union details: Do you have the contact details of your Constituent Union and Management Group's Chair & Treasurer? What is your Constituent Union's typical annual event schedule?

Equipment: does the society have any equipment? Where is this stored? Where are the keys? Do you know how to borrow equipment (e.g. projectors) from ICU?

Coaches & minibuses: how to request these.

Ongoing concerns: negotiations, contracts, unresolved issues, relationships/collaborations with other societies/groups.

Dep Soc Top Tips



Constituent Unions can offer assistance with events, enable collaborations with other departmental societies and host great events for your members to attend. Form a good relationship now to reap the benefits later.



Departmental Societies are heavily reliant on a good working relationship with their academic department. Ensure you identify and introduce yourself to key contacts in your department.



Linking up with your Departmental Academic Representatives (or Dep Reps) can be a good way of increasing interest in your society from across your department.



Mums and Dads/Buddies schemes are run differently by each academic department so check who's responsible within yours as it might be you! Ensure new students identify with your society as soon as they start by making your first event a success.

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