

what your new committee need to know...



LUU Committee Handover Pack 2007

www.luuonline.com



we've come up with a few little ideas ...

...to pass onto your new committee!

Your time as a committee member is coming to an end, but there's a few more things you need to take care of before you pass your job onto somebody else.

Remember when you took up your role on the committee, and you didn't quite know what was expected of you? Well your new committee is probably feeling exactly the same; help ease them into their new position by using this handover guide.

Here's a few ideas about what you could tell them:

1 How have your activity group worked this year?

Although they may have been involved a lot this year the new committee might not know a great deal about the practical side of running your society. Tell them about which space you've used to hold sessions, how much membership you charged, how often you had committee meetings e.t.c.

2 Intro Week & the Intro Fair

The first big thing your new committee will have to do is to organise activities for Intro

week. Tell them about what you did last year to recruit members, what displays you had on your stall and what your first event was.

3 Who your Development Co-ordinator is ...

This will enable the committee to introduce themselves to the member of staff who will be there to support them throughout the year.

4 Assemblies and Group Reps

These give you the opportunity to meet the committee members of other groups with similar interests to discuss problems and feedback ideas and update on events and deadlines. These are held three times a term and are chaired by your group rep, who represents your group on the Activities Board. Tell your new committee as much as you can about these.

5 The ARC (Activities and Resource Centre)

This is where your Development Co-ordinator is based. Here you can book rooms, arrange transport and deal with your finances.

6 ARC Reception

This is where you can enquire about room bookings, buy tickets for Give it a Go sessions, pick up parcels and deliveries and receive general information about the ARC and LUU.

7 The Cash Office

Here you can pay in money, pay bills, access your private account and your grant account as well as get financial advice from the staff.



8

The Resource Lounge

Here you can use computers for your society stuff, check your pigeon holes for post and have meetings with your committee during the day.

9

Give it a Go!

You can run Give it a Go sessions to promote your group activity, attract new members and get funding for doing so. Tell your new committee what you did for your GIAG session and encourage them to run one next year.

10

Sponsorship & Marketing

You can access details and guidelines concerning sponsorship for your society by visiting:

www.luuonline.com/getinvolved/resources.php

There are 21 plasma screens around the Union building which are a great tool for marketing your society events. To

book Sub TV screen space, contact the ARC reception. More information and technical specifications can be found online at:

www.luuonline.com/getinvolved/resources.php

11

And finally ... involve your new committee!

After all your hard work this year, it's important that you know your leaving your group in good hands. Make sure your new committee are fully prepared and get the opportunity to work alongside you before you leave. Perhaps get them to help organise an event or session.

Don't forget, your Development Co-ordinator is here to help, so use them!

have you talked about ...

Committee Handover Checklist:

Done

How your activity group worked this year

Intro week and Intro Fair

Your Development Co-ordinator

Assemblies and your group rep

The ARC

ARC Reception

The Cash Office

The Resources Lounge

Give it a Go

Sponsorship