

Handover Checklist

Off-coming Chair Checklist:

Title	Description	To be completed by
All committee positions elected	<ul style="list-style-type: none">• Must elect: Chairperson; Secretary; Treasurer; Welfare Officer.	15 th March
Informed AU of new committee members		
Online handover documents uploaded	<i>Update appropriately</i>	
Chair handover meeting	<ul style="list-style-type: none">• Responsibilities• AU Website & all social media account details• Grant application details• Club development plan details• Transport details• Booking procedures• Social events• Club Development plan• Any other relevant information	
All committee positions handover meetings	<i>Update appropriately</i>	
Whole committee handover meeting	<i>Update appropriately</i>	

On-coming Chair Checklist:

Club Development Plan submission	<ul style="list-style-type: none"> • Short-term; Medium-term; Long-term goals • Consider: membership – recruitment & retention; finances; governance; social media presence; charity & fundraising activities; social events; sponsorship 	
Projected budgets / Finance submission	<i>Update appropriately</i>	
Risk Assessment(s) & Code of Practice	<i>Update appropriately</i>	
Sports Bazaar Requests & Plans	<i>Update appropriately</i>	
AU Website Update	<ul style="list-style-type: none"> • Committee member details • Upcoming dates for the calendar (e.g. trials, tasters) 	
Coaching Contracts	<ul style="list-style-type: none"> • All coaches must have signed contracts & these must be given in to Nat at the Sport Office before they can coach 	
Trials & Taster Session Dates	<i>Update appropriately</i>	
Memberships on sale	<i>Update appropriately</i>	
Whole committee meetings	<ul style="list-style-type: none"> • Discuss upcoming plans for the year • Meetings – structure; how often etc. 	
Training times released	<i>Update appropriately</i>	