**Society Handover Template**

This document can be used as a template for the existing committee to fill in and give to the new committee for next academic year.

More information about committee roles and responsibilities including handovers can be found [here](https://www.hallamstudentsunion.com/opportunities/societies/portal/committees/).

Access to the Committee Portal that includes planning an event, health and safety and society finances is [here.](https://www.hallamstudentsunion.com/opportunities/societies/portal/committees/)

If you have any questions, you can contact the Societies Team at activitiesadmin@shu.ac.uk

**Society name:**

**Current committee members and email addresses:**

**Logins and passwords**

Society email address:

Password:

Instagram username:

Password:

**Key contacts and external companies**

* University staff that help you book spaces, access guest speakers?
* SU staff?
* Instructors, guest speakers etc?

**Storage/inventory/equipment and where that is**

Eg. roller banners, hiking equipment, promotional items

Is anything stored in the SU building?

**Key or annual dates/events**

* Committee Training run by the SU. All committee members need to attend.
* Anything else?

**Any other information**

* Charities and fundraising?
* Any outstanding finances eg. claims and sponsorship money that hasn’t come in yet