**EXEC HANDOVER (EXAMPLE: SPORTS EXEC)**

# Below is an example provided by an SU Sports Officer, of the content that they included, for their Sports Exec handover meeting at the end of the Academic Year - **this should be altered accordingly, so that it reflects your specific Club/ Society:**

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|  | Team building | Draw the ideal exec member. |
|  | Old Exec   * Round up report for the year- general for Will and Izzy to take away and work on for next year   Given the role descriptions to go through and come up with any other ideas of specific roles. | New Exec   * Expectations of the exec * Who are you are- representative * You have now been elected into your position to complete roles- you need to be held accountable at GMs * Roles go through in a minute with your old exec * *BUCS Big Wednesday* * *Varsity* * *Elections* * *Snowball*   *Be back for FW*   * *STV Tours* * *Campus Challenge* * *Sports Fair* * Exec meetings and GM’s * Its fun and you get free things but for this you have roles you have to complete. you will be held accountable for this. * Professional element * Elect a representative for the elections committee and 2 for the disciplinary hearings. * No negativity |
|  | Role descriptions- different from last years so include your handover and discuss the changes that have now been changed with key roles. | |
|  | Following 20 minutes of handover, you now have 10 minutes to sit down after this and write up the new exec goals with the support of the old exec. | |
|  | Team goals to be discussed in September with Will | |
|  | Team Building Activity. | |