



AFFILIATED CLUB COUNCIL



Handover & Continuity

**REFLECTION AND PLANNING
HANDBOOK**



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Resources

Drop in (Monday –
Friday, 9am – 4:30pm)
262 Leith Walk

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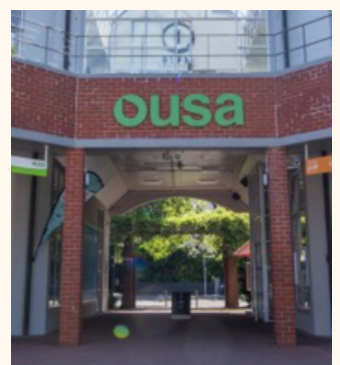


Handover 101

It's really important that outgoing committee members don't just cut and run after the AGM. Taking the time to do a proper handover means the knowledge, contacts, and processes you've built up don't get lost when you leave.

If you skip it, the new committee can end up repeating mistakes, scrambling for basic info, or even losing access to accounts and resources. none of which makes the clubs job any easier.

A good handover sets the incoming team up to succeed, keeps the club running smoothly year on year, and leaves things tidy for whoever is picking up after you.





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2026 Goals & Reflection

What were your top goals in 2026 as a club or society?

What was your club's biggest success?

Events, engagement, growth?
Anything counts, you define success!

What do you think could be a cool goal for 2027?



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What was a major challenge in 2026?

How did you overcome this challenge, or, what would you have done differently?



Resources!

This could be people, spaces, trainings, or equipment

What resources really helped you in 2026?

Was there any equipment, training, or resources that you wish you knew about sooner?



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Engagement

What was the most successful event, campaign, or activity you ran in 2026?

What was the biggest challenge you faced with engagement?



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What strategy worked best to engage your members?

Social media, posters, food, prizes, events?

Who was a connection that made a difference?

Collaborators, guest speakers, department or university staff, community members?

**BIGGEST ADVICE:
SLOW DOWN**



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Did you receive any Sponsorships in 2026? If so, from who?

Financial, prize, event, or general sponsors!

Make a spreadsheet!

Who would be a dream sponsor for 2027?

A cold email can do a lot!

MAINTAINING COMMUNITY CONNECTIONS

Having strong connections to a variety of sponsors, businesses, and staff across Dunedin, OUSA, and the University can be invaluable resources.

They can also take time to develop.

It can be really great to **introduce an incoming executive to important connections** during handover to maintain those relationships!



Fundraising, Sponsors, Grants

Did you have success with fundraising, grants, or sponsorships?

What did you get money for? What strategies or programs worked best?

Document what works well!

What was the biggest lesson, in terms of club money, that you learnt?

Give these tips to 2027 exec!

BUILDING UP EXEMPLARS AND TEMPLATES

Documenting the processes of fundraising, grant applications, and finding sponsors can be really helpful for future executives.

Strong documentation includes contact information and websites, uploading draft applications onto a drive, and documenting feedback and outcomes.



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Advice for your club in
2026 in terms of funding?

Would you recommend a
small membership fee?

Pros: members more likely to
engage, more funding

Cons: might be harder to get
member numbers, need to
provide value to members



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Events!

What was your favourite event that the club ran in 2026?

If you were running that event again, what would you change?



Executive Team

How were executive relationships and team work in 2026?

Team building or bonding activities that helped?

What kind of advice would you give to an incoming executive around relationships?



Handing over...

EXTRA TIPS FOR EXPERTS

PLANNING HANDOVER

- ☐ **Do it over a couple meetings.** If you can, meet a few times and show them the ropes.
- ☐ **Do it with a full belly!** Dinners, brunches, coffee, even ice cream! Food makes handover more fun.
- ☐ **Write a handover guide.** A guide includes what duties you hold and how to do them. A handover guide may include:
 - ☐ Passwords to social media
 - ☐ Important contacts and connections
 - ☐ Key regular tasks
 - ☐ Templates, assets, and documentation
- ☐ **Make yourself available for questions.** There is no such thing as a silly question, and you probably know the answer!
- ☐ **EARLIER THE BETTER!!!** This gives time for you to include the incoming executive in some duties and pass the torch more effectively!
- ☐ **Connect with important community members and sponsors.** It is useful to maintain relationships and make introductions ahead of time.

GO TO THE BANK!

Go to the bank with the old and new executive to remove and add signatories.

Bank rules have tightened up and this can be a tricky and annoying process at the beginning of the year.

Do it early!!!

GIVE US (OUSA) FEEDBACK!

We want to continue to support clubs to be the best that they can be.

Feedback around our equipment, processes, and support matter to us.