

Manly Eagles Baseball Club
Club Handover Checklist



Introduction

The purpose of this *Club Handover Checklist* is to assist with the transition between the outgoing and incoming executive.

The outgoing executive must provide the incoming executive with a thorough handover so they can start their term off on the right foot.

This *Club Handover Checklist* will outline how to:

1. Prepare Documentation
2. Hold an Annual General Meeting (AGM)
3. Pass on Files & Assets
4. Update Bank Signatories
5. Create an Executive Handover Guide
6. Hold an Executive Handover Meeting

Both the outgoing and incoming executive should work through this checklist to ensure each step is completed successfully.

1. Prepare Documentation

The outgoing executive must prepare documentation to be presented at the AGM. After the AGM, this documentation must be submitted to clubs@outguild.com.

The following tasks must be completed before the AGM:

Task	Completed
President to prepare a President's Report.	
Secretary to prepare AGM templates and guides : <ul style="list-style-type: none"><input type="checkbox"/> AGM Agenda<input type="checkbox"/> AGM Minutes<input type="checkbox"/> Attendance List<input type="checkbox"/> Executive Contact Details<input type="checkbox"/> Membership List	
Treasurer to prepare the Treasurer's Report: <ul style="list-style-type: none"><input type="checkbox"/> Profit & Loss Statement<input type="checkbox"/> Asset Register<input type="checkbox"/> Receipt Book	

Executive committee to prepare an Executive Handover Guide that outlines specific club processes and procedures.	
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2. Hold an Annual General Meeting (AGM)

The club must hold an AGM to wrap up the year and elect a new executive committee for the incoming year.

The following tasks should be completed before, during and after the AGM:

Before the AGM

Task	Completed
Set a date, time, and venue for your AGM: <ul style="list-style-type: none"><input type="checkbox"/> Book a central space at OUT Gardens Point or Kelvin Grove by filling out the Room Booking Request Form	
Review the club constitution and propose any amendments to the Guild at least 14 days prior to the AGM. Amendments must be approved by a Guild representative and then approved by members at the AGM.	
Notify club members and the Clubs Coordinator at least 7 days prior to the AGM. This email should include the following information: <ul style="list-style-type: none"><input type="checkbox"/> AGM Agenda<input type="checkbox"/> Executive positions available and how members can nominate for these positions<input type="checkbox"/> Proposed changes to the club constitution (after approved by the Guild)	
Promote AGM on social media and create a Facebook event.	
Consolidate documents to be presented at the AGM: <ul style="list-style-type: none"><input type="checkbox"/> Presidents Report<input type="checkbox"/> Treasurers Report<input type="checkbox"/> Constitution<input type="checkbox"/> General Business	

During the AGM

Task	Completed
Executive members to arrive early and prepare the room for the meeting.	
Record member attendance upon arrival. This can be done digitally if the AGM is held online.	
Ensure quorum has been met before starting the meeting. If quorum is not met, the AGM must be postponed to a later date.	
Run the meeting in accordance with the AGM Agenda and Constitution.	
Present the President and Treasurer Reports.	
Elect a new Executive Committee.	
Select two executive members to become the signatories on the club bank account. This is usually the President and Treasurer.	
Arrange a time to hold an executive handover meeting between the outgoing and incoming executives.	
Discuss any general business.	
Close the meeting.	

After the AGM

Task	Completed
Submit AGM documentation to clubs@outguild.com within 7 days of the AGM. The required documents include: <ul style="list-style-type: none"><input type="checkbox"/> AGM Minutes<input type="checkbox"/> Attendance List (signed)<input type="checkbox"/> New Executive Contact Details (name, student number, email, phone, signature)<input type="checkbox"/> Financial Report (Profit & Loss Statement, Asset Register, Receipt Book)<input type="checkbox"/> Current Membership List<input type="checkbox"/> Updated Constitution (if amendments were made and approved)	

Fill out the NAB Signatory Form and email clubbanking@qutguild.com to notify the Guild Treasurer of the new bank signatories.	
Hold an executive handover meeting to run through the executive handover guide and prepare the incoming executive for the year ahead.	
New executive to hold a strategic planning meeting for the year ahead.	

3. Pass on Files & Assets

The outgoing executive must pass on all the relevant club files and assets to the incoming executive. All club files should be stored on the Google Drive for safe keeping.

The following needs to be passed on:

Item	Completed
AGM Documentation (specific documents outlined above)	
Assets <ul style="list-style-type: none"> <input type="checkbox"/> Financial - Petty cash, square reader <input type="checkbox"/> Merchandise - Shirts, hats, hoodies, banners, stickers, badges etc <input type="checkbox"/> Equipment - Tables, chairs, marquees, signage etc <input type="checkbox"/> Any assets in the club storage room 	
Username & Passwords <ul style="list-style-type: none"> <input type="checkbox"/> Email Account <input type="checkbox"/> Google Drive <input type="checkbox"/> Website <input type="checkbox"/> Social Media (Facebook, Instagram, LinkedIn) <input type="checkbox"/> Email Marketing <input type="checkbox"/> QPay/Square <input type="checkbox"/> Eventbrite 	
Contact List <ul style="list-style-type: none"> <input type="checkbox"/> QUT Guild (Clubs Coordinator, Campus Culture, Club Banking) <input type="checkbox"/> QUT (Student Grants and Development Office, QUT Sport, Faculties) <input type="checkbox"/> key external stakeholders (Organisations, Sponsors, Venues) 	
Marketing Materials <ul style="list-style-type: none"> <input type="checkbox"/> Club Logo <input type="checkbox"/> Branding Guide <input type="checkbox"/> Photos and videos 	

4. Update Bank Signatories

Two members of the new executive will become signatories on the club bank account.

Below is the process for becoming a bank signatory:

Task	Completed
Submit AGM documents to clubs@qutguild.com for approval.	
Fill out the NAB Signatory Form .	
Email clubbanking@qutguild.com with the names of the incoming and outgoing bank signatories.	
Download the NAB app.	
Receive confirmation and user information from the Guild Treasurer.	

5. Create an Executive Handover Guide

The Executive Handover Guide should cover everything the incoming executive needs to know about the club and how it operates. It should be stored on the Google drive so the incoming executive can refer and add to it during the year. It is a good idea to include images and screenshots to help explain club procedures.

The Executive Handover Guide should include:

Item	Completed
All club files and documentation.	
Executive roles and responsibilities.	
QUT Guild policies and procedures: <ul style="list-style-type: none"><input type="checkbox"/> Club funding<input type="checkbox"/> Bookings (rooms, facilities, bars, photographers, graphic designers)<input type="checkbox"/> Holding a BBQ on campus<input type="checkbox"/> Hiring equipment<input type="checkbox"/> Club storage<input type="checkbox"/> O'week stalls	

<p>QUT Guild governance and compliance requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Club documentation <input type="checkbox"/> Club funding <input type="checkbox"/> Club insurance <input type="checkbox"/> COVID-19 health and safety measures for events and bookings 	
<p>Key dates and details for specific club events:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ongoing projects and events that are held each year by the club 	
<p>Tips and advice:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Successes and failures from the year <input type="checkbox"/> How to create a strategic plan and budget 	

6. Hold an Executive Handover Meeting

Arrange a time for the outgoing and incoming executive to meet and run through the executive handover guide. Ideally, this should take place within 7 days of the AGM and run for a couple of hours to ensure everything is covered in detail.

[Book a room](#) on campus to make it as convenient as possible for people to attend. If it is proving difficult to coordinate everyone's schedules, one on one sessions should be conducted e.g. Outgoing President to meet with the incoming President.

The outgoing executive should stick around (if possible) for the first month to assist the incoming executive with the start of their term.

A thorough and detailed club handover process is vital in setting the club up for ongoing success!