Cambridge University Canoe Club

Committee Handover – August 2021

Handover Meeting

A handover meeting is held shortly after the AGM. Until the handover meeting has been completed the outgoing committee continue to run the club.

It is often traditional for the outgoing Captain to organize upcoming home Varsity features. The outgoing Junior Treasurer will continue to April to close their years accounts, but the incoming Junior Treasurer will complete the grant application.

The handover meeting comprises two parts. The first in which the incoming committee is briefed as a whole on key club policies and procedures such as email list contacts, purchasing and making payments and receiving money from members.

Then the committee breaks up so that each individual hands over their role. Where individuals cannot make the meeting the role is handed over until a meeting between then individuals has taken place.

There is a minuted record of this meeting.

Only once the handovers have taken place are the incoming committee members considered to be responsible for the club (and that point email addresses etc are changed over) .

Email Addresses

Email forwarding addresses are changed over by the webmaster once handovers are complete.

Key Policies and Documents

All important club documentation is held on the website (eg. constitution and risk assessment). There is an index of these documents here: http://www.cucanoe.co.uk/policies

The membership list and equipment inventory are also held on the website. Access to these requires a simple change in permissions to assign new committee members access to these resources.

Club Wiki

www.cucanoe.co.uk/wiki (Raven protected to committee members only). This is used to pass on other important information that changes more often for example records of who has various club keys and information on recent stash orders.

Google Drive

A google drive is used to pass on important information between officers. The link will be distributed to new members by the outgoing President/Secretary.

Accounts

CUCC uses GNU Cash for accounting. The main accounts database is therefore stored in a MySQL database (shortly to be transferred to the srcf). Handover therefore simply requires the incoming

treasurer to install the software and be given the username and password. Training is required as part of the handover meeting. Training docs are also be developed for the wiki.

The bank account signatory must also be changed requiring the Senior Treasurers signature.

Reviewed by Philip Erm August 2021. Next review due August 2021.