

TRANSITION PLANNING FOR CLUBS

Use this guide to help the outgoing and incoming club executives successfully transition, and keep your club sustainable.

Contact information

The club program coordinator must receive updated contacts for the club's incoming executive team. Without this, a club is considered inactive until current contact information is provided. It is recommended that outgoing executives leave their contact information with the new executive team.

Digital assets

Clubs develop a lot of digital content over the years and also gain a wealth of experience in what worked for certain events and what should be adapted for the future. These insights are key to helping your club grow and evolve.

If your club has not found leadership for next year and you are not returning, please leave this information with the club program coordinator.

- Financial documents (e.G. Budgets, income statements etc.)
- Club constitution
- Email account passwords
- Website hosting details (e.G. Who is hosting the club website)
- Passwords to any website subscriptions (e.G. Google docs)
- Planning documents and event outcome information/ suggestions
- Logo files
- Template documents (e.G. Invoice templates, sponsorship templates etc.)
- Design files (events, promotions, t-shirts etc.)
- Contacts for industry guests, sponsorship connections, and venues

Physical Assets

The club storage room in se2 is just one location of club's physical belongings. Some clubs have other storage facilities. The key or combination to individual lockers in the clubs storage room should be passed along or given to the club program coordinator. Clubs that do have storage outside of the clubs storage room should inform the incoming president of its location and contents. Below is a list of common belongings that clubs often have Banners, Posters, Cash boxes, and T-shirts.

Timeline Of The Year

It is extremely helpful for incoming executives to know important dates:

- Orientation week
- Clubs fair
- Your club's staple events

Staple Events Details

Most clubs have annual staple events that have become a tradition for the club. It is important that the outgoing executive briefs the incoming executive on:

- What dates worked
- Venue
- Bcit faculty involvement
- Industry and sponsor connections
- Budgets
- Formats (agenda or timelines of event)
- Equipment used and where equipment was borrowed from
- What worked/ didn't work
- What benefit does the event provide your members? Is it still relevant and feasible?

Financial information

Please leave your cheque book with club program coordinator over the summer

- What account balance did the previous executive leave you with? Your club should leave a specific balance for next year and no outstanding payments or reimbursements.

Online bank account activity and detailed accounting reports are available with the club program coordinator.

Signing authority does not require participation of outgoing executives. Election meeting minutes of incoming executives who will be signors is required.

Elections

Your club's constitution should provide guidelines for elections, such as what time of year they are held, who has voting rights, and what positions members can stand for.

- Promote elections through set rep meetings, classroom announcements, and other promotional tools like social media
- Ensure you can speak to the benefits and responsibilities of being on the executive board of the club
- Keep meeting minutes of the election results and share them with the club program coordinator
- Introduce new executives to the club program coordinator via email or in person

Final Reports

A short final report put together by the outgoing president is a great way to ensure the future success of your club. This report can include all the information suggested above in addition to the following:

- What went well, and what went wrong
- Updates for the club constitution (position descriptions and duties, membership policies)
- Meeting minutes containing important motions and discussion
- Recommendations
- Strategic vision
- Key statistics (i.E. How members did your club have)