

# Everything you need to know about being [role] of [Grad Group name]

This document is for the [role] of [Grad Group Name]. It should be updated a month before the AGM to ensure a smooth handover. This document provides space for the outgoing [role] to pass on any top tips, knowledge gained and words of wisdom. There is a separate document for the whole Executive Committee which outlines more of the day-to-day governance of the group.

## Congratulations and welcome!

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Congratulations on your new roles! *[Write something nice and welcoming to excite them about their new roles]*

## What it means to be [role]

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*Outline the expectations of the role – what are your responsibilities, what duties do you undertake, what kind of issues arise that you have to deal with? What are your top tips? What has surprised you?*

## Last year

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Key highlights of the year

## Key challenges of the year

## Three things I wish I knew when I started

## Key dates

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*Add any key dates that they might need to know – do you have special events or applications? Do you have grant deadlines? Are there any academic deadlines that effect your group that they should know about? Anything you already have booked in they should know about?*

### Key dates

**AGM:**

**Handover:**

**Summer ball:**

**Key activity or event:**

**Financial deadlines:**

## Meetings

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*What do they need to know about meetings? What role do they play? What should they prepare? Any details on how meetings are run that would be useful for them?*

The Committee meets [how often and when?]. There needs to be [x] days' notice for meetings. Our quorum (the minimum number of members that need to be present to run a meeting) is [x].

## Administration

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*Any tips on keeping on top of all the admin? What administration is there in the role?*

We store all our documents [on Google Drive].

*I'd recommend reading [x].*

*Make sure you submit [x] by [x].*

## Emails and social media

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*Will they manage the inbox? Or organise social media? Let them know anything they need to know.*

We store all our documents [on Google Drive].

## Log in details

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*Outline all the log in details they need*

## Affiliations

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### **MGA**

*Add any other useful information about MGA and your interactions with them.*

### **Other affiliation**

*Do you have any other affiliations? What are the rules? What do the new committee need to know?*

## Finances

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*What generally do they need to know about finances? How involved in them are you?*

## Working with the rest of committee

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*Do you have any top tips for working with the rest of the committee and organizing them at meetings?*

## Events and activities

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*Detail the different events and activities you hold and any general information that would help them. Include tips and tricks for holding them in the future and any lessons learned.*

## Ongoing projects

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*Briefly outline any projects or campaigns you are undertaking*

## Support and training

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*Have you undertaken training or had any particular support you'd recommend?*

## Accessibility

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*Any notes regarding accessibility and running the group? Or suggestions for creating accessible events or activities?*

## Sustainability

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*What could the role do to ensure sustainability? Does the Group have any sustainability goals?*

## Contacts

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*Any key contacts or people you deal with regularly? Pop them here.*

## Other important details

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*This document should outline all the big details that the Committee need to know to continue the successful running of your Grad Group. Add in as many sections on relevant topics as you need.*