

CLUB EXECUTIVE HANDOVER CHECKLIST

This checklist is designed to ensure outgoing executive members provide incoming executive members with the necessary information to ensure a smooth and informed handover period. The checklist is not exhaustive, and club specific information needs to be communicated effectively.

In addition to the information below the position descriptions and responsibilities of the President, Vice-President, Treasurer, and Secretary should be included in the handover process between incoming and outgoing Office Bearers of the Club.

Note: The detail contained within this role Club Executive Handover Checklist is indicative only and should be used as such by clubs to adapt to their needs.

ANU SPORT REQUIREMENTS

All information which ANU Sport affiliated Clubs need can be accessed on the Club Handbook website [here](#). The two most important aspects of the Club Handbook to be covered during the handover process are the [Affiliation Agreement](#) and [Annual Reporting and Requirements](#).

It is important that you notify ANU Sport of changes to your Clubs committee through completing the [Change of Club Executive Committee Member Form](#) and [Club Executive Contact List](#). A thorough handover process includes discussing all aspects of the Club Handbook to ensure incoming executive members know what is required of the Club in relation to its affiliation with ANU Sport.

GOOD SPORTS

Good Sports is Australia's largest community health sports program. Being part of Good Sports shows your community that your club is a welcoming place, helping to bring in and keep members and volunteers. It can also help you comply with legal requirements, and you'll get free access to program staff, tools, and resources. To maintain affiliation with ANU Sport your Club must maintain your Clubs' status as a Good Sports accredited Club.

During the handover process ensure that the account administrator of your Good Sports account is updated, to allow the new member of your executive responsible for maintaining accreditation with Good Sports the ability to keep everything up to date and to ensure your Club is contactable by the Good Sports team.

BANKING

During the handover period, you will need to update the signatories on the bank account at your Clubs nominated banking institution. To do this you will need to take a copy of the signed minutes from the general meeting at which the election of the incoming committee took place, into the physical location of your chosen banking institution along with identification for the executive members requiring signatory access to your Clubs bank account.

INCORPORATED ASSOCIATIONS

Clubs which are Incorporated Association within the ACT have numerous obligations which can be found on the Access Canberra [website](#). The Public Officer of your Club must ensure that during the handover period all the obligations of the position are explained to the incoming Public Officer. This includes going through the paperwork that is required to submit annual returns, changes of committee, change of registered office, and or changes of rules or objects of the Club. This ensures that the incoming Public Officer will be equipped to fulfill the reporting obligations for your association.

PRESIDENT

The President handover should include conversation over the following:

- Club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of other committee members;
- How to manage and chair all committee meetings and general meetings with efficiency and effectiveness;
- Knowledge of the sport and competition requirements at local, regional, and state levels;
- Planning and operations of the organisation;
- Understanding of the legal and compliance obligations of running the Club; and
- The development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisation's that are relevant to the goals of the Club.

VICE-PRESIDENT

The Vice-President handover should include conversation over the following:

- Club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of other committee members;
- How to work with the committee to ensure progress against strategic priorities by regularly reviewing Club activities and operational plans;
- Liaising with the President to ensure the Club is meeting its overall goals; and
- The duties of the President and how to perform those duties as required.

TREASURER

The Treasurer handover should include conversation over the following:

- The current financial position of the Club;
- Coordinating the preparation of the annual budget for the forthcoming year, including describing potential sources of income and expenditure;
- Maintaining up to date records of all income and expenditure over the course of the year;
- Managing the Clubs cash flow including issuing receipts, depositing all monies received in the Club's bank account and approving payments;
- Preparing and distributing invoices/accounts for services rendered;
- Acting as a/the signatory on the Club's bank accounts, cheque accounts, and investment and loan facilities;
- Providing a Treasurer's report at regular committee meetings; and
- Preparing regular reconciliation reports.

SECRETARY

The Secretary handover should include conversation over the following:

- Preparing and circulating meeting agendas, supporting documents and any other information or reports required for committee meetings and general meetings;
- Maintaining meeting minutes, ensuring they are approved by the board at the following meeting and that actions required from meetings are fulfilled;
- How to manage all general Club correspondence and act as primary point of contact for enquiries and engagement with members and stakeholders;
- Maintaining a register of the latest version of all Club documentation, ensuring it remains relevant and in line with industry standards including but not limited to the Club constitution, rules, by laws, policies and procedures, terms of reference etc.;
- Lodging reaffiliation paperwork with ANU Sport;
- Ensuring the ANU Sport unione membership database is up-to-date and accurate;
- How to call for and receive nominations for committee and other positions for the Club AGM; and
- Read, reply, and file correspondence promptly.