**LSESU CLUB & SOCIETY COMMittee Handover TEMPLATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DETAILS**

|  |  |
| --- | --- |
| Name of Club/ Society |  |
| Club/ SOciety Email |  |
| Standard Membership Fee |  |

**AIMS**

*(Please outline what your club/society aims to achieve (these should be included in your constitution)*

|  |  |
| --- | --- |
| **Aim 1** |  |
| **Aim 2** |  |
| **Aim 3** |  |
| **Additional** |  |

**Committee structure**

|  |  |  |
| --- | --- | --- |
|  | Role | brief Description |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**Social Media**

|  |  |  |  |
| --- | --- | --- | --- |
| **Platform** | **Login Details** | **Password** | **Web link** |
| Facebook |  |  |  |
| Twitter |  |  |  |
| Instagram |  |  |  |
| External website |  |  |  |
| Other |  |  |  |

**Key Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name | Role/ position | Phone Number | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Committee Role statements**

*Please explain your main tasks in this position on the committee*

|  |
| --- |
| President |
| *Notes:* |
| Secretary |
| *Notes:* |
| Treasurer |
| *Notes:* |
| Other positions |
| *Notes:* |

**Successes and improvements**

*Outline 3 successes that you believe your group has achieved this year*

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

*Outline 3 improvements that you believe the society needs to make for next year*

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

|  |
| --- |
| Specific Information e.g. large events, sub committees etc. |
|  |