

INCOMING COMMITTEE TASKS

HANDOVER DOCUMENT & PROCESS

- Read handover document and end of year financial report
- Meet with the outgoing committee
- Ensure access to email and social media accounts

DEVELOPMENT

- Complete Grant Request Form
- Development Plan Meeting with the Activities Co-ordinator at RGU:Union
- Make a fundraising plan for the year (ask at the Union if you need help)

COMMITTEE

- Submit your committee
- Read 'Introduction to Running a Society & Role Descriptions'
- Complete Society Committee Member Training

COMMUNICATION & ENGAGEMENT

- Post new committee on social media
- Plan your Freshers Fayre stall for September
- Arrange first meeting of the new term after Freshers Fayre