

OUTGOING COMMITTEE TASKS

ANNUAL GENERAL MEETING (AGM), PREP

- Set date and agenda
- Notify President (Communication & Democracy) of date
- Notify member's
- Add committee elections to AGM agenda
- Promote committee roles prior to AGM
- Update Constitution

PRESIDENT (COMMUNICATION & DEMOCRACY)

- Notify the President (prescd@rguunion.co.uk) within 10 days of the AGM with the following;
- Record of AGM Minutes
 - New committee members
 - Approved Constitution
 - Inventory Checklist

HANDOVER DOCUMENT & PROCESS

- Setup handover meeting with new committee
- Share your contact details
- Share key login details/ social administrator rights (emails, social media, etc)

AGM, ON THE DAY

- Record minutes of AGM
- Hold committee election during AGM
- Ensure Constitution is approved during the AGM

INVENTORY

Inventory of equipment

HELPFUL DOCUMENTS

- Society AGM Guide
- End of Year Report
- Introduction to Running a Society & Role Descriptions