

Handover

This development plan is designed to help new and old committee members come together, learn from their experiences and plan steps to shape your group.

The outgoing committee should reflect on their time and help direct the new committee for the year ahead.

The SU is here to support you.

For any questions or queries, please contact your relevant staff support:

Societies: susocieties@bath.ac.uk

Volunteering: volunteers@bath.ac.uk or
su-fundraising@bath.ac.uk

Media: sumarketing@bath.ac.uk

Diversity and Support: su-voice@bath.ac.uk



THE
SU
GROUPS

Activities

DEVELOPMENT PLAN

GROUP:

OUTGOING COMMITTEE: (Please add non-Bath email address)

INCOMING COMMITTEE:



**THE
SU
GROUPS**

Handover Checklist



Meeting between old and new committee



Complete development plan



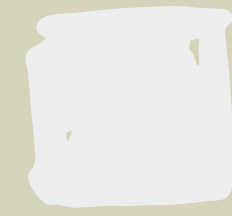
Complete equipment audit
(even if you don't have any equipment!)



Complete Risk Assessment



Complete committee training



Note any social media log-ins below:



Other

Reflection

Outgoing committee, this is your time to pass on to the next committee all you have achieved, things that may have gone wrong and any words of wisdom to help run a successful society. At the end of each semester, look back and see what you have achieved. This will give the next committee some goals to work towards next year.

Group Activities

Collaborations

Fundraising

Society Balls/ Competitions

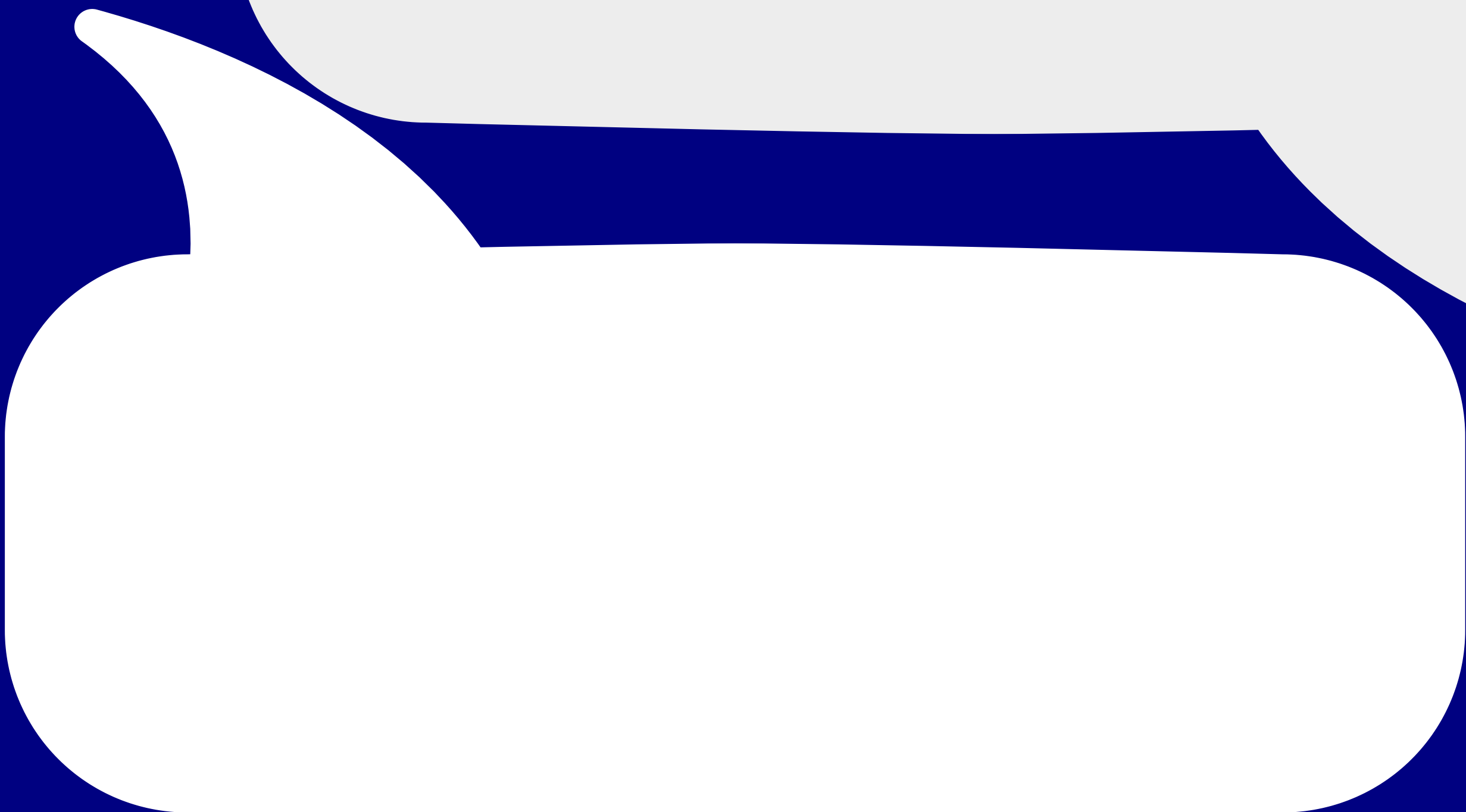
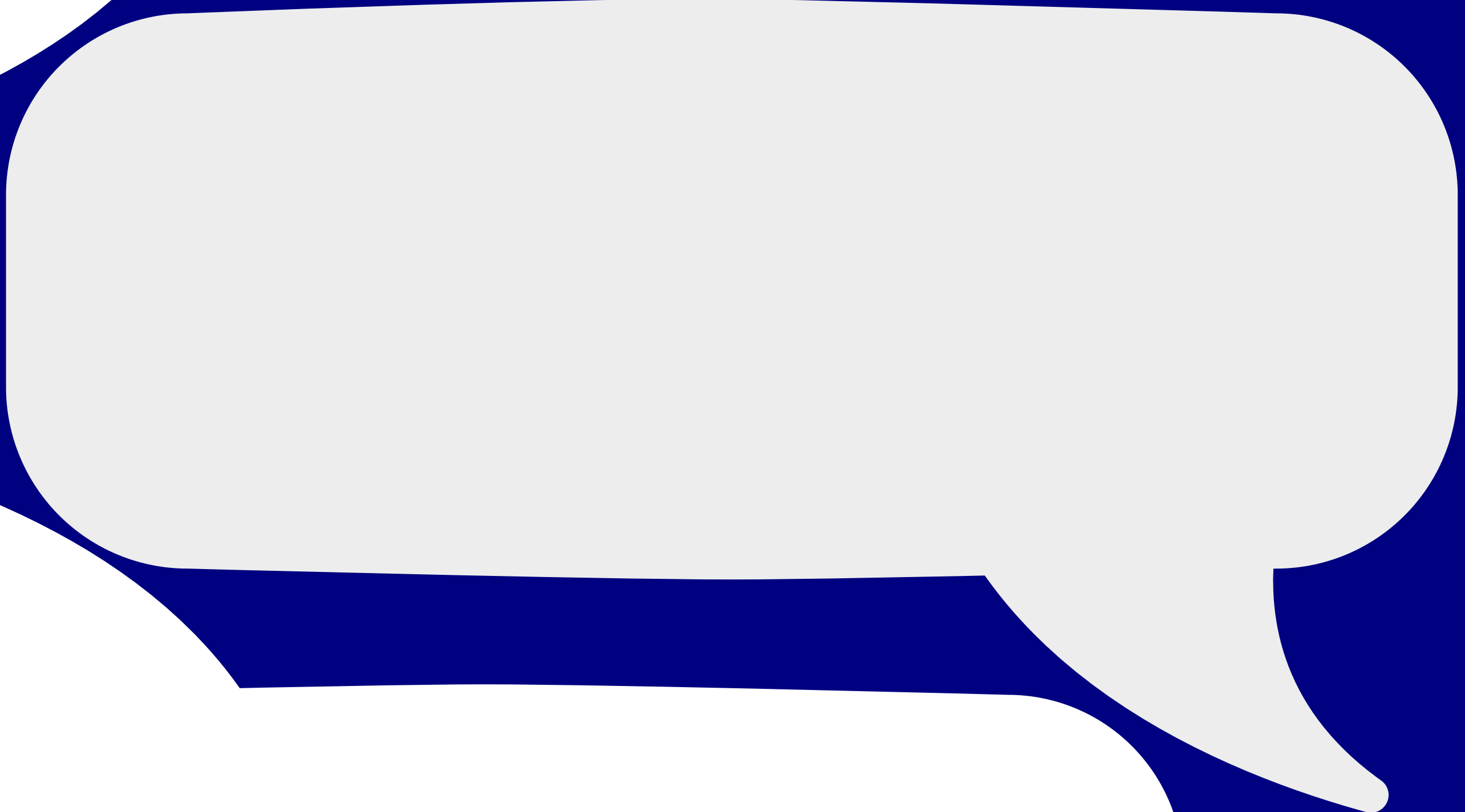
Stay Connected

Share any useful contacts you've made this year or that have been passed on to you by previous committees for services such as merchandise, venues, catering or transport.

Contact	Service

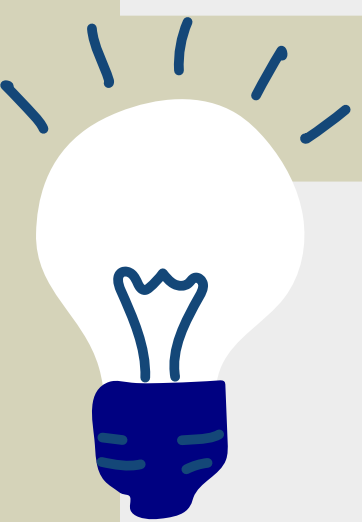
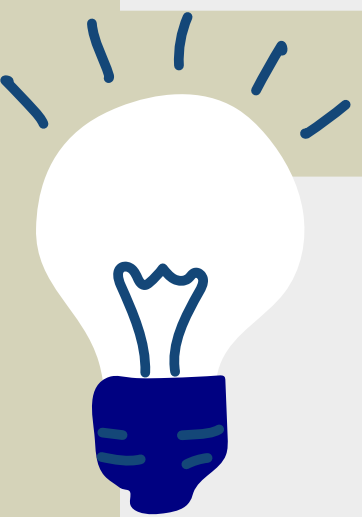
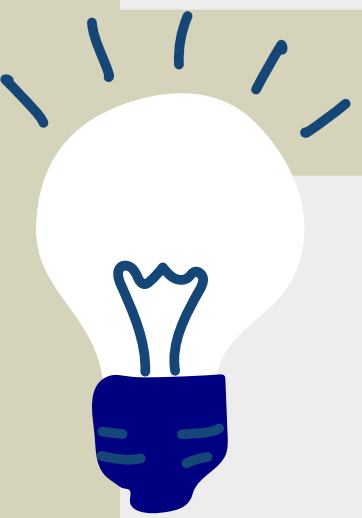
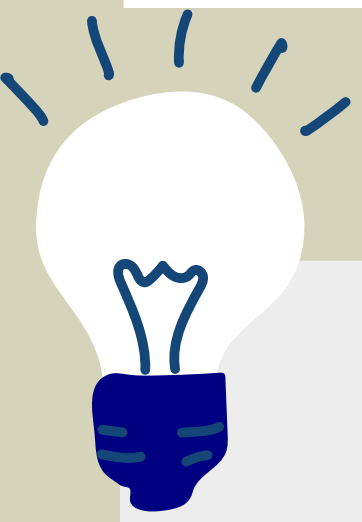
Pass It On

Make a note of any documents that need to be passed on to future committees. Do you use Ticketing forms, Finance codes and marketing guidelines? Write down what it is and where to find it.



Top Tips

Finally, Chairs and Treasurers, note any top tips for your next committee. What do they need to know about the role, time commitments, and any advice for running the group. Also think about Event planners, your shared inbox and so on...



New Opportunities

What new ideas can you come up with that will create and promote new opportunities for your members? How can you involve alumni or the local community?

Event name

Event description

Remember to check the timeline to ensure that event planners are submitted at the correct time!

Hosting an external speaker? Make sure the external speaker form has been included in your event planner (see timeline)

Think about your venue. Where could your event make the most impact?

Make It Happen

Plan targets you'd like to achieve this year and how you're going to make them happen!

Target

How will you achieve it?

Need some help? The Societies Team are here for you. Pop in to the Edge Offices or email us at susocieties@bath.ac.uk

Promotion

How do you plan to grow your group?
We've given you five ways to grow your group.
Get creative and think of a few others!

Give it a Go
sessions are a
great way to get
more people
involved with your
group!

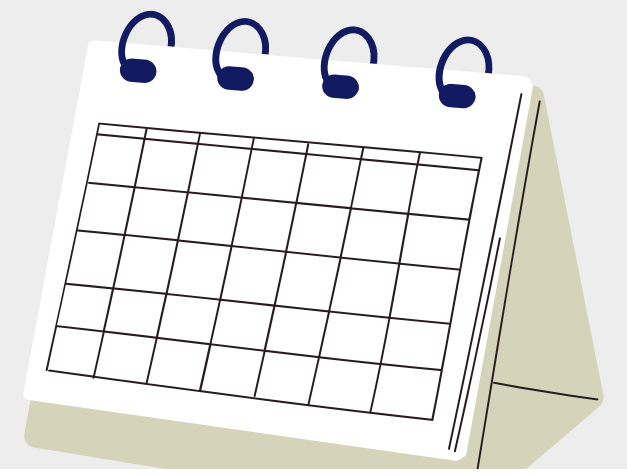
Utilise the SU
Marketing
department! They
offer SU Instagram
takeovers to any
group.

At the annual
Groups Fair each
group gets a
table to promote
themselves.

Update your
events on the SU
What's On! It's the
best place to
advertise what
you're up to.

Target other groups,
like Post-Graduate
students to increase
and widen
participation.

Timeline



Use this timeline to plot any activities you'll be running throughout the year, deadlines for the targets you've set yourself and any other useful reminders.

SPRING/SUMMER

COMPLETE YOUR DEVELOPMENT PLAN

COMMITTEE TRAINING

UPDATE WEBPAGE READY FOR FRESHERS'

FRESHERS' WEEK

SU GROUPS FAIR

GIVE IT A GO SESSIONS

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

MASQUERADE BALL

SEND COMMITTEE POSITION
CHANGES FOR THE FOLLOWING
YEAR TO SU SOCIETIES

JANUARY

FEBRUARY

GIVE IT A GO SESSIONS

VOLUNTEER WEEK

REFRESH WEEK

OFFICER ELECTIONS

COMMITTEE ELECTIONS

MARCH

APRIL

COMMITTEE TRAINING

SU AWARDS

MAY

Show Me The Money

When planning events for the year you need to budget for them. How are you going to raise money? What equipment do you need? What other outgoings will there be?

Sources of income

ALUMNI FUND

All groups can bid to the Alumni Fund. If you want to make a bid, speak to the Activities Officer, who can give you some application advice!

SOCIETIES MEMBERSHIP FUND

The SMF is a source of funding available to all societies for any costs you may need to cover for your group.

Top tips for budgeting

Always create your budget based on an 80% ticket sale. If you don't sell out, you've got a small buffer and won't end up in the minus!

Talk to last year's committee about their budgeting. Think about how you can avoid their mistakes and build on their wins!

Not sure what your account balance is? Ask finance for a ledger! It'll show all incoming and outgoing payments.

If you're planning an event and want advice on costs, vendors or budgeting, speak to the societies team! They've helped plan hundreds of group events.

First Steps

What will you do for Freshers' Week?

Freshers' Week is the biggest week of the SU Calendar! It's a week packed with events and activities to help you to settle in, meet new people and adjust to University life as well as promote your society and encourage people to join your group! – What will you do for Freshers' Week?

Think of some ideas for Give it a Go

Give it a Go lets you put on tasters of any of your activities free of charge for new and returning students as a recruitment and engagement tool – Think of some ideas for Give it a Go