Club executive handover playbook

A checklist so an outgoing executive can hand over accounts, passwords (through the official club process), files, dates and unfinished work.

NAME _____ DATE _____

CLUB _____ OUTGOING ROLE _____

INCOMING ROLE _____ HANDOVER DATE _____

HANDOVER CHECKLIST

- [ ] Bank or account signing authority updated through the official process
- [ ] Passwords and access moved through the school's or union's official process (not a personal chat)
- [ ] Budget, receipts and grant reports filed
- [ ] Constitution or bylaws and last meeting minutes saved
- [ ] Upcoming deadlines and events listed
- [ ] Outstanding invoices, complaints or promises listed
- [ ] Introductions made to the key staff or union contacts

OPEN WORK

Unfinished item	Who owns it now	Due	Notes

WHAT I WISH I HAD KNOWN IN WEEK ONE