



2. CONTACTS

As well as briefing the new committee on their roles, it is important to pass on all the contacts that you have made throughout the year that played a part in the society success. For example; venues that you worked with or a company that gives good discounts on wristbands etc.

GOOD FOR	CONTACT NAME	CONTACT DETAILS
<i>Cheap Cake Ingredients</i>	<i>Mr Sam Smith</i>	<i>Bookers Brighton, 01234 567891, ssmith@bookers.uk</i>



3. ACCOUNT PASSWORDS

The third step in handing over to the new committee is passing over all the account passwords for your social media and email accounts. By doing this, the new committee are able to continue developing the society without losing all the hard work the current team put in boosting the society awareness!

Handover may also require adding all the new committee members as Admins or Moderators to the relevant Facebook Groups and Pages so they can manage them in the year to come and add all the new members!

ACCOUNT	USERNAME	PASSWORD
EXAMPLE	<i>BSUExample</i>	<i>Password1</i>
SOCIETY EMAIL ACCOUNT		
SOCIETY FACEBOOK		
SOCIETY TWITTER		
SOCIETY INSTAGRAM		
SOCIETY SNAPCHAT		