



Committee Handover Guide

BPP University Clubs & Societies — 2025/26

Introduction

A great handover is one of the most valuable things an outgoing committee can do for their society. A poor handover means the incoming committee starts from scratch, losing momentum, relationships, and institutional knowledge that took you all year to build.

This guide outlines what constitutes a good handover and what you are required to complete before the end of your term.

Deadline

The handover process must be completed, and the President Handover Form submitted to engage@bpp.com or to your Clubs and Societies Officer.

Section 1: The Handover Checklist

1.1 Administration

- Complete the Handover Form and email this over to engage@bpp.com
- Transfer admin access to social media accounts and any shared drives to the incoming President and Secretary
- Change passwords for all society accounts and share securely with the incoming committee.
- Hand over any physical assets (banners, equipment, documents) that belong to the society
- Ensure all outstanding expense claims are submitted and processed before handover
- Brief the incoming Treasurer on the society's financial position, any outstanding commitments, and the funding process
- Brief the incoming committee on any events already planned or committed to for the next year
- Send a farewell email to the membership introducing the new committee.

Section 2: The Handover Meeting

We strongly recommend an in-person or video handover meeting between the outgoing and incoming committee. This should cover:

- A review of the year — what the society achieved and what it set out to do
- The current state of the society — membership numbers, financial position, relationships

- Open actions — anything that still needs doing that the incoming committee will need to pick up
- Advice and recommendations — what the outgoing committee wishes they had known
- Introductions to key contacts — SA Coordinator, venue contacts, regular speakers

Section 4: After Handover

Once handover is complete:

- Remove yourself from all society accounts and shared drives
- Delete any member data from personal devices or email accounts
- Be available to answer questions from the incoming committee for a reasonable period — typically four weeks after handover.

Support

If you're unsure about any part of the handover process, contact engage@bpp.com. Your Clubs and Societies Officer can arrange a three-way handover meeting if it would be helpful.

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