



THE STUDENT GUILD AT THE UNIVERSITY OF TRINIDAD AND TOBAGO *The Student Guild* *at* *The University of Trinidad and Tobago* **HANDOVER POLICY**



As per the Constitution of the Student Guild at the UTT Section 14.3
with effect from the 25th day of March 2020
Prepared by the PPC 2019-2020



Policy: UTTSG Handing Over.

Purpose.

The following procedure is set in place to provide guidance towards the transitioning of one term of office to another of the UTTSG. It is essential to provide the incoming Elected Officers of the UTTSG with a solid and clear handover so that they can succeed in their roles and develop the UTTSG the following year

1. The Handover process ensures the UTTSG successfully transfers knowledge of its operation from one Term of Office to another, usually within three months near the end and beginning of a Term of Office.
2. The Handover allows for accountability of actions, finances, assets, property, and success stories of the UTTSG.
3. Its main purpose surrounds the aim to mature and grow the organization of the UTTSG and its development as it fulfils its purpose and goals as per UTTSG Constitution.

Elected Officer Handover.

4. Each Elected Officer demitting office shall set a convenient date or dates for the handover at least two weeks to one month before the inauguration of the newly Elected Officers.
5. The Handover process should not normally have a duration of more than two (2) months after the start of the Term of Office.
6. Each Elected Officer demitting office shall prepare their handover report: this is an account of every experience that has been gained whilst in the position. It shall include the Elected Officer name; Term of Office; accomplishments, work in progress; recommendations; obstacles faced; and any other information that may be deemed important towards the process.
7. Make every attempt to have the Handover concluded in person. Where this is not possible then have a phone, Skype, or Zoom conversation).
8. The UTTSG Division's President shall ensure that each Elected Officer under their purview has completed the Handover process and provide the incoming Elected Officers with a list of the Division's aims and objectives and current expectations of its Members.



Financial Handover.

9. The Division's President and Treasurer shall ensure a seamless handing over of financial matters of the UTTSG.
10. Ensure all monies that are stored in approved locations are accounted for.
11. Handover all financial documents. It is highly recommended that all parties sign the last entry (pages) of all books to signal the start and end of the responsible Elected Officers.
12. Provide a review of the events held over the Term of Office, saying what went well, what didn't and what can be improved.
13. Talk through the financial situation of the UTTSG Division, and advise on budgeting for different types of events.
14. For the ESG, ensure that the signatories for accounts are updated.

Asset Handover.

15. Ensure there is an up-to-date inventory of all the Assets belonging to the UTTSG.
16. Walk through the incoming Elected Officers as to where assets are stored, pass on any relevant information pertaining to the asset: its condition; if it is a loan/ donation; maintenance/ repair etc.
17. Ensure that assets that may be used for revenue are recorded and accounted for in the handover.

Property Handover.

18. Make sure the incoming Elected Officers familiarize themselves with the UTTSG Offices. Office Keys should be returned to the Campus Manager, but the UTTSG should be responsible for ensuring that the incoming Elected Officers have access to Office Spaces.
19. Provide incoming Elected Officers, with list of the Division's Property, for example Student Activity Rooms, Stores, facilities etc. A walk through would be ideal to allow them to familiarize themselves.



Profile Logins Handover.

20. Make sure that incoming Elected Officers know the key contacts for getting in touch with.
For example, the following:
 - 20.1. Student Development Unit/ Student Support Service.
 - 20.2. Class Representatives.
 - 20.3. Facilities Management.
 - 20.4. Security.
 - 20.5. Heads of Academics.
 - 20.6. Heads of Corporate Departments.
 - 20.7. Vice President Research Academics and Student Affairs.
 - 20.8. The UTT President.
 - 20.9. The UTT BOG.
21. Make every attempt to have incoming Elected Officers acquainted with their UTTSO official email addresses. Passwords should be reset during the process; incoming Elected Officers must ensure they have created a password that works for them. Any issues with email addresses must be reported to UTT HelpDesk immediately.
22. Social Media handles, logins and passwords must be shared with the Incoming Elected Officers. By their inauguration they should have control of all social media handles, e.g. Instagram, Zoom, Facebook, Microsoft, or website etc.
23. Make sure they know how to use their social media page for their UTTSO Division.

Notes.

24. Handovers must be completed successfully and in satisfaction of the incoming Elected Officer to be entitled to Gratuity allocations. A signed document of satisfaction should be submitted to the ESG for confirmation.
25. If there is no incoming Elected Officer to handover too, then the incoming Officer President shall receive the handing over for that position.
26. In any event where there is no incoming Division then a handover is done with the Student Development Officer assigned to that Division of the UTTSO.



27. Of course, this list isn't exhaustive and there are many points that you may want to discuss with your incoming Elected Officers. Think about what you might have wanted to know when you took office.



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This Policy and all its procedures detailed within has been approved and is in effect from the _____ Day of the _____ Month, in the year of our Lord _____.

In the presence of the following Authorities:

Name in Full.

witness) _____

Signature.
ESG President.

Name in Full.

witness) _____

Signature.
Standing Committee Chair.