

Suggested Committee Handover Process

NB/ It would be appropriate for the existing Committee to consider the following process and checklist before the AGM, so that the handover meeting/s can be effective in enabling a smooth transition to the new Committee.

1. Set a date at the AGM for a handover meeting, where the outgoing committee members, especially the executive members, can meet with the incoming committee members.
2. At the handover meeting, general handover takes place. (More specific meetings may be held between outgoing executive positions and the new executive to handover in more detail, including specific books and paperwork related to that position. For example, the Treasurer would need to hand over chequebooks, deposit books, account records etc.)
3. Review general meeting processes, such as setting meeting times and dates, setting of agendas, taking of minutes, operation of sub-committees if appropriate, especially fundraising.
4. Go through the Checklist to ensure that the new committee are aware of the location of all relevant items.
5. Handover and sign for keys so that the key registry is kept up-to-date.
6. Ensure new committee are familiar with where everything is kept, are there security systems, etc.
7. Discuss any particular issues that will be carrying over into the new year
8. Ensure the projected budget is discussed and the general financial status of the kindergarten.
9. Discuss use of and access to kindergarten computer, including confidentiality of information that the Teacher will have on the computer
10. General discussion and reminder of confidentiality issues, and distribution of and signing of Committee Declaration forms.

Committee Handover Checklist

Meetings

- General handover meeting
- President handover meeting
- Secretary handover meeting
- Treasurer handover meeting

Kindergarten Documents (Please make sure these are up-to-date at time of handover)

- Cluster Management Agreement
- Constitution (should be in file)
- Record of Incorporation and Public Officer Details
- Minute Book
- Treasurer's details of current cheque signatories
- Budget for coming year
- Annual Report, including the audited financial report
- ECKA Policy Folder (usually kept in foyer or where parents can access it)
- Parent information booklet
- Key register
- Telephone numbers of important contacts; ECKA, DEECD Children's Services Adviser, Council.