

Sport Plus and Sport Lancaster Exec Handover

Exec Details

The newly elected exec details to be sent to lusu.activities@lancaster.ac.uk by the end of the 2nd term

Treasurer

This will be overseen and checked by a member of LUSU activities staff

1. Accounts
 - a. Accurate accounts to be handed over to the new treasurer
 - b. Verbal and written explanation given regarding the current funds
 - c. A detailed budget to be drawn up by both treasurers
 - i. The new exec should be involved in this process to ensure all required spending for the coming year is listed
2. Bank Account
 - a. The signatories must be changed over before the outgoing exec leave
3. The newly elected treasurer will be expected to attend the Treasurer training session
4. A current bank statement needs to be made available at the audit meeting

Captains

1. The Captain/exec member who is responsible for entering the BUCS competition is expected to attend the training session in the summer term
2. The online Competition Form must be completed by

President

1. Completion of the online Audit Form
 - a. This should be discussed with the new exec before and after completion

Exec

1. Audit Meeting
 - a. This will take place in the summer term and must be attended by all incoming exec members

Equipment

1. An inventory of all Club equipment to be carried out involving outgoing and incoming equipment officers
 - a. This should be signed off by both Presidents
 - b. Ensure equipment is accounted for and either stored in the Sports Centre or in a secure place

Key Documents

The following documents should be handed over to the incoming President

1. Constitution
2. Code of conduct
3. Risk Assessment and Code of Practice