



Policy regarding committee hand-overs

In our operations in the student body and the Student Union there is a structural limit, that elected office extends over one year periods. This policy has been created to ease the transition between each year's elected office.

1. Advises

1. Evaluate each arrangement when possible. Write down thoughts for your successors, which can be anything in between how much coffee was bought to errors and how they can be avoided.
2. Use notebooks, mobile phones, computers or similar to write down thoughts and ideas as soon as possible to not forget them.
3. Gather all documents in one place only, for instance a cloud service or a physical hard drive.
4. Important that the hand-over is guidelines and not requirements.
5. Write down everything. Even miscellaneous information can mean a lot.

2. Contents

- Preliminary operational plan and a financial budget.
Involve successors in the creation but ensure that current elected office creates the foundation.
- Annual Records
Shall be a record that is regularly updated once a month. Record your arrangements continuously, what went well and what can be improved? Find the root of eventual problems.
- Finances
Everything in between receipt accounting and financial responsibility to financial management can be worth speaking of. This may ease for the succeeding treasurer and for the auditors.
- Procedure of committee meetings
How is the meeting procedure and how often shall a meeting take place?
- Important individuals and groups
A list of pictures of persons closely linked to your operations, for instance a head of program, sponsors or GasqueK.
- Responsibilities
A brief description of all positions within the committee and their responsibilities. Can anything be improved?
- Routines
What are the routines and how is the rules of procedure? For instance, who does what if the fire alarm goes off at Golden-I?



- Cooperation
How can the committees/the student body cooperate with other committees/student divisions and in which way?
- Current matters regarding the committee
What has been present issues throughout the year? For instance, upgrades of facilities, updates of courses, a new concept of ET-raj or similar.
- Ideas
Things that you wanted to but did not have time for. Take notes.

3. Hand-Over

1. A mutual, oral or in writing, hand-over where each position, possible arrangements, et cetera, is described so that each member know basic procedure. See contents for the structure of such hand-over.
2. A personal, oral or in writing, hand-over between specific posts within the committee. Clearly explain what should be done and hand-over possible documentation that is required or that can ease the workflow for the successor.
3. Hand-over all relevant documentation.

This policy describes all items which are to be addressed during the hand-over with the succeeding elected office. It is up to each committee to take care of and ensure how the content and information is handed over, both through personal and mutual hand-overs. It is recommended that a general hand-over is done for the group focusing on the points above so that everyone will have general knowledge and sense of responsibility for the committee. It will also streamline the workflow since each member gets general knowledge of the committee from day one.

There shall also be a post-specific hand-over where a thorough explanation of which tools, information, contacts et cetera is available so the successor's undertaking can be done effectively. This shall also be documented and handed over.

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Translation:

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