

**Handover-Takeover (HOTO) Form**

**Club Name:**

**Date:**

The purpose of this document is to record the details of the activities

and responsibilities of the out-going executive committee of said club

to be handed over to the in-coming executive committee. Last edited 4 April 2017.

**Description of Club Activities**

**Club Events to Date**

**Critical Short Term Tasks**

**Critical Long Term Tasks**

**Major Responsibilities**

Note that the list of responsibilities listed below are non-exhaustive and serve as a guideline, individual clubs will have different needs and commitments to be filled by their executive committee. Please provide any additional information of the roles and duties of your executive committee.

* **Position (Required) – President**

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| **Description of Duties** |
| Setting club goals and direction |
| Recruitment of executive committee and members |
| Represents the club’s interest in liaising with school management and cluster |
| Handles submission of Fifth Row package forms |
| Is clear on all club procedure guidelines |
| Handles club email |
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| Handing Over Name: | Taking Over Name: |
| I have looked through the above duties and they enclose all duties I have held for the position and have briefed them to the incoming position holder to the best of my ability. | I have looked through the above duties and understood what each of them entail, and have clarified any questions regarding them with the outgoing position holder. |
| Signature | Signature |
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* **Position (Required) – Vice President**

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| **Description of Duties** |
| Assists president in liaisons |
| Responsible for club inventory and assets |
| Publicity of club events |
| Assists president in form submissions |
| Is clear on all club procedures |
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* **Position (Required) – Treasurer**

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| **Description of Duties** |
| Handle claim procedures |
| Maintain and track club fund usage |
| Settle income procedures ( Income collection and Deposit) |
| Fundraising, Donation, Sponsorship procedures |
| Maintains all transaction accounts in Transaction Register  (Ensures Income and Donation are up to date) |
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* **Position (Required) – Secretary**

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| **Description of Duties** |
| Take meeting minutes |
| Track member participation and attendance |
| Booking of venues for club activities |
| Update member / exco list |
| Handles all club documents and keeps documents location (ie. google drive, dropbox) up to date |
| Handles club email along with President |
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* **Position (Additional) –**

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| **Description of Duties** |
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* **Position (Additional) –**

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| **Description of Duties** |
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* **Position (Additional) –**

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| **Description of Duties** |
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**Summary of Positions Handed Over**

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| **Position** | **Name**  *(Outgoing)* | **Name**  *(Incoming)* | **Contact Number**  *(Incoming)* | **Email (name format)**  *(Incoming)* |
| President |  |  |  |  |
| Vice-President |  |  |  |  |
| Treasurer |  |  |  |  |
| Secretary |  |  |  |  |
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