

ANUSA Clubs Executive Handover Checklist

Legal and Administrative Requirements

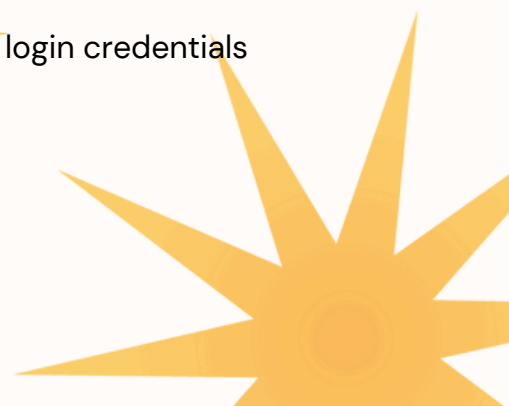
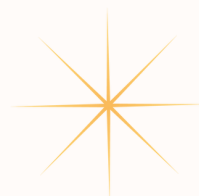
- ☐ (ABN) Australian Business Number:
 - Update ABN details with new executive information
 - Transfer ABN administrator access to new executive
 - ACNC (if registered):
 - Update office-bearer details
 - Submit any outstanding annual reports
 - Transfer login credentials
- ☐ (ATO) Australian Taxation Office:
 - Update authorised contact for correspondence
 - Check if an annual return/statement is needed
 - Update ATO online services access for new trustees
- ☐ (ACNC) Australian Charities and Non-For-Profits Commission
if registered:
 - Update office-bearer details
 - Submit any outstanding annual reports
 - Transfer login credentials
- ☐ Update club details on Rubric
 - Complete a change in Executive form for the upcoming year
 - Ensure club affiliation status is current

Financial Handover

- ☐ Remove old signatories from club bank account
- ☐ Add new trustees as signatories
- ☐ Transfer online banking access
- ☐ Provide recent bank statements to new executive
- ☐ Document any recurring payments or sponsorship agreements
- ☐ Share any outstanding grant applications or acquittals

Digital Access Transfer

- ☐ Transfer ownership/admin rights for:
 - Social media accounts (Facebook, Instagram, etc.)
 - Club email accounts
 - Cloud storage (Google Drive, Dropbox)
 - Communication platforms (Discord, Slack, etc.)
- ☐ Update login credentials and store them securely
 - Update office-bearer details
 - Submit any outstanding annual reports
 - Transfer login credentials



Essential Documentation

- ☐ Transfer Club Documentation
 - Constitution
 - Meeting minutes from the past year
 - Financial records
 - Member database/ mailing list
 - Asset register of club property

Training and Compliance

- ☐ Ensure new executives complete all required ANUSA training
- ☐ Brief new executive on ANUSA Clubs Code of Conduct
- ☐ Share emergency contact procedures
- ☐ Review key ANUSA policies and deadlines

Physical Assets

- ☐ Transfer any keys or access cards
- ☐ Update inventory of club property
- ☐ Document storage locations of club assets

Handover Meeting

- ☐ Schedule handover meeting with old and new executive
- ☐ Review current projects and commitments
- ☐ Share institutional knowledge specific to your club

Post-Handover

(Can be completed after submission of this checklist)

- ☐ Follow up after 2 weeks to check for any issues
- ☐ Ensure all transfers and updates are complete
- ☐ Post required documentation to club website per regulations:
 - Meeting minutes and attendance
 - Updated constitution
 - Executive reports
 - Financial statements
 - Contact details for new executive

