

Start of year

	Meet with last year's committee. Determine roles and responsibilities, receive passwords etc.
	Have an initial meeting and plan events for the year
	Check up with BoD subcommittee
	Change signatories
	Sign new committee up to the committee mailing list, dropbox
	Make the new committee admins on the Facebook page
	Plan clubs day
	Plan intro night
	Start planning other early events

End of year

	Check financial statement has been uploaded to the Societies office
	Hold a wrap-up meeting and discuss how the year went
	Hold a hand-over meeting with the new committee
	Put the new committee on the dropbox, mailing list
	Make the new committee admins on the Facebook page
	Pass over passwords etc. to the new committee
	Look over the committee handbook and determine which sections need to be updated/filled out