



XXX Nightline XXX Handover (XGM 20XX)

Incoming Name:

xxx

Outgoing Name & Contact Details:

xxx

email@example.com

07XXX XXXXXXX

Introduction

Welcome to your Handover Pack! This pack was written by your predecessor to ensure that you can hit the ground running for the year ahead. Remember, any changes you make should be sustainable and carried on by your successor and so you should include them in your handover pack when you leave the role.

Role Description

This is a description of the role you've been elected to.

Useful Contacts

Role	Email	Description
Regional Coordinator	nweregco@nightline.ac.uk	Primary contact at the Nightline Association, first line of support.
Association Crisis Team	crisis@nightline.ac.uk	Help in an immediate crisis or emergency
Association IT Support	it@nightline.ac.uk	Support on issues with IT services (forwards to Jira)
Association Policy Team	policy@nightline.ac.uk	Developing policies or obtaining model/template policies
Association Training Team	training@nightline.ac.uk	Nightline training programmes and training resources
Association Welfare Team	welfare@nightline.ac.uk	Developing and improving Nightline welfare structures
Association Addresses	Got an issue and don't know who to email? Check this list! It has every address in the Association and more importantly why you might want to contact them.	

Essential Information

You'll be given access to the following documents which you will need to fulfil your role description. If not accessed by username and password (listed below) they will be emailed to you or given to you on disk.

File	Description
Handover Document	This document! Has a basic outline of what your role entails. Keep it up to date with any changes you make throughout your term.
NLA Shared Google Drive	A shared Google Drive folder from the Association which has resources available year round to all Nightline committees.
Google Account	Username: XXX, Password: XXX
Slack Account	Username: XXX, Password: XXX

File Storage

This is a rough outline of your file storage with headline explanations of what each major directory and file is for. Some less important files and folders have been left out.

-  **My Drive:** base folder, where all documents are stored
 -  **Folder 1:** description of folder 1
 -  **Folder 2:** description of folder 2
 -  **Sub-Folder 1:** description of subfolder 1
 -  **Sub-Folder 2:** description of subfolder 2
 -  ... (skipping folders which aren't important)
 -  **Sub-Folder X:** description of subfolder X
 -  **Important File 1:** description of important file 1
 -  ... (skipping files which aren't important)
 -  ... (skipping folders which aren't important)
 -  **Important File 2:** description of important file 2

Your Calendar Year

Here's a diary of the main actions and events that took place throughout the year with respect to your role, including those that your predecessor helped out with or attended. It may also include things that with hindsight they feel should have been completed at certain times, or targets which they themselves were unable to meet, but feel you should be able to.

Month	Task with Description and which other roles or outside contacts it involves
A P R	Nightline Spring Conference
M A Y	
J U N	
J U L	
A U G	
S E P	
O C T	
N O V	Nightline Regional Conferences
	Nightline Awareness Week

	Training
D E C	
J A N	Training
F E B	
M A R	

Your Week

Day	Task with Description and which other roles or outside contacts it involves
M O N	
T U E	
W E D	
T H U	
F R I	
S A T	
S U N	

Objectives and Achievements of the Previous Year

Here is an evaluation written by your predecessor about the objectives and achievements from the previous year in the role.

Objectives that were achieved last year

Objectives I didn't have time to finish	How far did I get?

Thing we tried, but which failed	Why did they fail/How could you do it better?

Advice from your Predecessor

Here’s some advice from your predecessor with lessons learnt during their time in the role.

Rules and regulations that may affect the way you conduct your role
Nightline Association Good Practice Guidelines
SU Constitution and Policies

Things I wish I’d known at the start of the year and/or tips for getting things done

What I would do if I had another year	Why?

Things I would have done differently	Why?

Miscellaneous

Anything extra that you think your successor should know.