



BUSU

BROCK UNIVERSITY
STUDENTS' UNION

Transition Template

The BUSU Clubs Summit is intended to prepare incoming executives with tools of club success, the below transition template can assist returned clubs with the transfer of knowledge. For those who are new it best to document the below items as you will be expected to transfer knowledge to the 2022-23 executives.

Club Name: _____

Outgoing Executives (names, position and contact information):

Incoming Executives (names, position and contact information):

Where do we bank (BUSU or Scotiabank)? _____

What club materials will we transfer and when will the transfer occur?

When will we transfer our club email, Experience BU, social media and other passwords?

What is the process we follow for keeping track of our finances and documentation?

What events worked well this year? Why?

What events did not work well this year? Why?

What improvements does the outgoing team recommend? What do they recommend avoiding in the future?



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How involved do the outgoing executives plan to be in the club next year?

What is the best advice the outgoing executives can give the incoming executives?

How has the club interacted with regarding partnership, joint-events and/or sponsorship?

What else do the incoming executives need to know about the club and club operations?

What goals has the incoming executives established?
