

Why you need a formal handover

Background

The success of any committee is enhanced by thoughtful succession planning and an effective handover of knowledge, skills and tasks from the previous committee.

Overview

As committee members reach the end of their term of office, reflecting on their experiences will benefit the organisation. Consider what worked well and where improvements could have been made, especially in relation to the handover process. Committee members could ask themselves the following questions:

- What did they find most useful?
- What did they appreciate most at the time of handover?
- What would they have liked to have known at the beginning of their term but weren't told?
- What type of support would have been most useful?

Planning for the handover should commence well before the formal handover and these ideas and concerns should be taken into account.

A comprehensive handover is particularly important in organisations that have a high turnover of committee members each year.

Lack of continuity in committees can result in loss of momentum and valuable knowledge (including legal and historical information), and has the potential to put the organisation at risk. To ensure continuity, it is important that there is a history of the work that was done. The knowledge that each committee gains through their experiences is a valuable gift to new and future committees.

A committee that documents decisions, background information and processes and clearly files that documentation provides a gift that keeps on giving.

If the committee only changes a few members each year, it may be more appropriate for those members to meet separately with their replacements to discuss their responsibilities and handover information. Committees in these situations should consider developing an orientation program that will ensure new members are welcomed and provided with the information and support they need.

Relevant legislation

- *Associations Incorporation Act 1981:*
www.education.vic.gov.au/ecsmanagement/careankinder/csg/legislation.htm
- Associations Regulations 1998:
www.education.vic.gov.au/ecsmanagement/careankinder/csg/legislation.htm

Where to get more information

- Your association's constitution will provide information about the terms of office and who is responsible for decision-making following the AGM.
- KPV *Employer Management Manual*, Section 3.10

PROGRAM PARTNERS



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