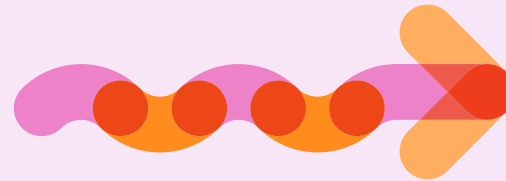




handing over your society



How to hand over your midwifery society to the next cohort of students

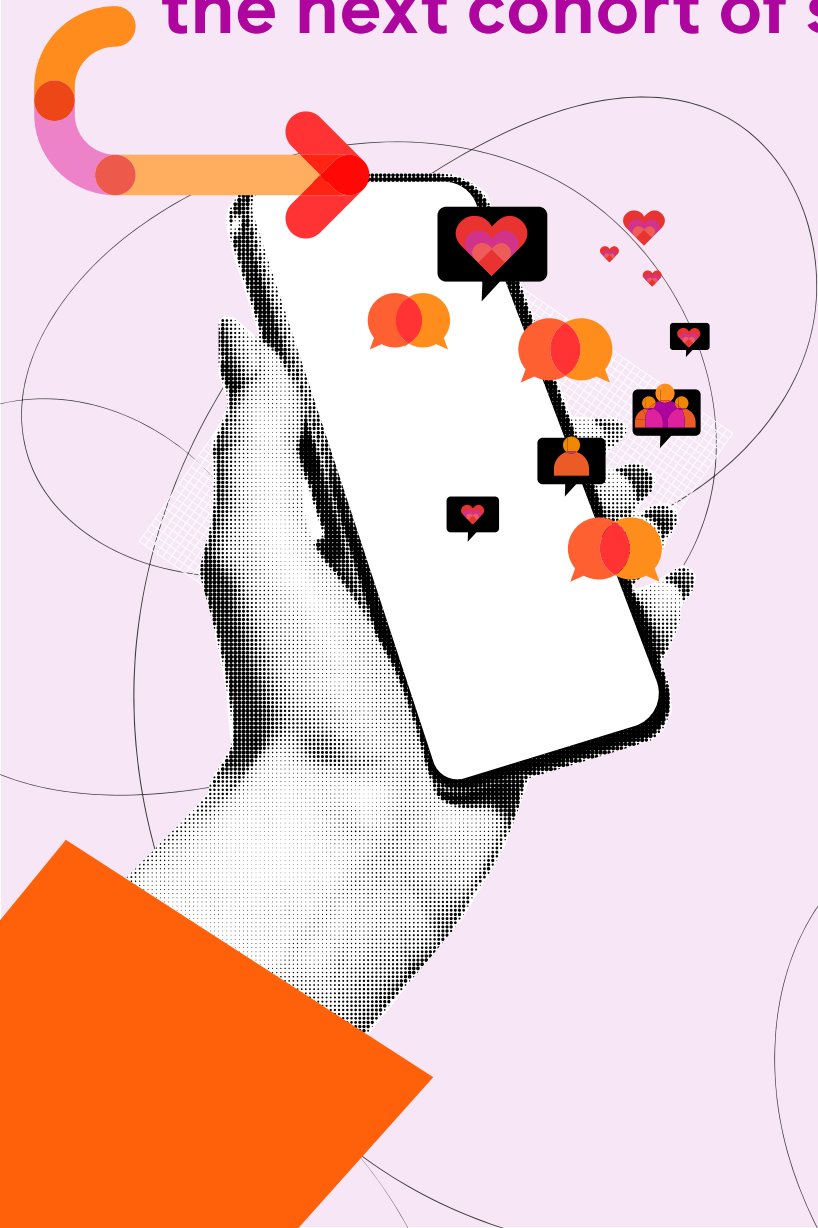


Are you a student midwife approaching qualification? If so, you may be considering how the midwifery society will continue without you and your peers.

Having good communication between outgoing and incoming members is an essential aspect of running a society. This is most important when key members are leaving, for example a final year student who acts as the chair/president of the society, or if a new member is elected.



Follow the steps below to help you hand over your midwifery society to the next cohort of students:



1. Make sure your society election date is set far ahead of the final year students' last day of term.
2. Once election results have been confirmed, put each successful student in touch with a current member to arrange a meeting or email discussion. This should also include being introduced to the Student Union officer for societies at your university.
3. All key members of the society should complete a handover template outlining key information and achievements from this academic year.
4. Provide all important details to your new society members including passwords, email addresses, finance codes and membership fees, if applicable.
5. If you have a MidSoc email address, make sure to remind the new chair to add new contacts to the mailing list and provide them with a full list of other contacts accumulated during your time on the society.
6. Be sure to update and handover all social media accounts and logins, including informing society members of the newly elected members with posts!



7. If you own or use any storage space for society event items, remember to give new members access. You may also wish to hand over an inventory, with the details of any large items that are in your belonging e.g. tables, screens.
8. During the verbal handover, outline each society member's role and their details, particularly the roles of president/chair and treasurer. Include the main tasks involved in each position.
9. In your handover, include a list of tasks to complete in preparation for the next academic year and any ideas you may have for the succession society.
10. Ensure new members have an overview and diary of all previous events that were undertaken throughout the year, so that they can plan accordingly for next year.



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