**Everything you need to know about [Grad Group name]**

**This document is for the Executive Committee of [Grad Group Name]. It should be updated a month before the AGM to ensure a smooth handover. It contains Group details, outlines the Committee roles and contains everything you need to know to keep the Group running.**

Welcome

Congratulations on your new roles! [*Write something nice and welcoming to excite them about their new roles*]

Group details

# Key aims of group

# Key activities

**The group was founded in:**

**Number of members:**

Committee roles

*Outline the different roles that your Group has, with brief details of what each role is responsible for and what activities they undertake. This should only be a few paragraphs or bullet points, as each role should have their own handover document that goes into further detail.*

# President/Chair

The President leads the group and is key to keeping it running. They are responsible for… [Outline the key duties of the President]

# Finance Officer

The Finance Officer is responsible for…

# Events Officer

The Events Officer is responsible for…

# Example role: Secretary

The Secretary is responsible for…

Key dates

*Add any key dates that they might need to know – do you have special events or applications? Do you have grant deadlines? Or are there any academic deadlines that effect your group that they should know about? Anything you already have booked in they should know about?*

# Key dates

**AGM:**

**Handover:**

**Summer ball:**

**Key activity or event:**

**Financial deadlines:**

Meetings

*Outline key details about how to run meetings. For example, do you have a suggested time and place for meetings? How often do you meet? Do you hold them online and if so how? Do you have rules about not holding them before 5pm or not holding them after 8pm or only holding them at the weekends? Do you have any tips on the best venue or how to get people to attend? Anything you do specially when running them?*

The Committee meets [how often and when?]. There needs to be [x] days’ notice for meetings.

Our quorum (the minimum number of members that need to be present to run a meeting) is [x].

The Secretary should collate and distribute the meeting agenda [how long?] ahead of the meeting and should collate and distribute the minutes [how long?] afterwards.

AGM and Elections

*Outline key details about how to run the AGM and elections. How do you ensure they are democratic? Do you do them online or in person? Do you require speeches? Is voting by hand or written down? Is it based on preferences? What does the Returning Officer need to do?*

The Committee meets [Social media, website and log-ins

*Outline any log-ins, email addresses, social media etc.*

# Website

# Email

# Facebook

# Instagram

# Calendar

# Mailchimp

Sustainability

Accessibility

Affiliations

# MGA

To remain affiliated with the MGA, we must be funded by the MGA. Funding applications for the year will usually open in February and close in September for the calendar year. You can find all the necessary documents, including funding applications at: https://mga.monash.edu/get-involved/grad-student-groups/

We receive approximately [x] of funding from MGA a year and get free venue room bookings on campus as a student groups under the MGA. They provide a multitude of templates and resources for running groups.

We also use their Grad Groups logo, you can find that [where].

You’ll need to submit an Annual Report with MGA in [*which month*].

Contact MGA at [email address].

*Add any other useful information about MGA and your interactions with them*.

# Other affiliation

*Do you have any other affiliations? What are the rules? What do the new committee need to know?*

Constitution

*Where can they find the constitution? Have you made any recent changes? Any changes you’d suggest? How can they update it?*

Our constitution details how we run our group. You can find it: [*on your Google Drive? Linked online?*]

Recently we amended the Constitution to….

If you wish to change anything in the Constitution…

Finances

*What generally does everyone need to know about finances? The Finance Officer’s handover should detail the fine details. You might outline the Bank Account details, how the Finance Officer likes requests submitted or what funding there is out there.*

# Bank account

Our bank account is with [Unibank] and [roles] are the signatories. To change the signatories we need [x] and that normally takes [two weeks].

# Grants

MGA provides reimbursement funding of [$x] and also has grants for special interest groups, seminars and conferences. We usually apply for [x].

We also get funding from the Faculty of [x].

We are sponsored by [x] and for that sponsorship….

Events and activities

*Detail the different events and activities you hold and any general information that would help them. Include tips and tricks for holding them in the future and any lessons learned.*

Plan events well ahead of time because the paperwork does take some time. Last year we made a plan for the entire year at the beginning of the year, you can find it [*in the Google Drive under ‘Events’*]. It includes a budget and notes about whether or not they took place.

We need at least [two] people with a Safe Food Handling certificate, which you can get [here](http://dofoodsafely.health.vic.gov.au/). For [*event*], we need at least one member who has completed the Responsible Service of Alcohol (RSA) course.

The MGA also requires all groups to complete the following training as part of a Monash student group:

* \_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_

# Regular event

Details about a particular regular event

Ongoing projects

*Briefly outline any projects or campaigns you are undertaking*

Merchandise

*Do you get merchandise or kit for your Group? Do you subsidise any purchases? Detail it here.*

*The MGA will also provide merchandise and spot prizes on request if you have a major event you wish to have merchandise for. Please contact:*

Contacts

*Any key contacts or people you deal with regularly? Pop them here.*

Other important details

*This document should outline all the big details that the Executive need to know to continue the successful running of your Grad Group. Add in as many sections on relevant topics as you need..*