



Alumni Network

Leadership Transition

When to hold a chapter election?

We understand and acknowledge our alumni volunteers may have different priorities in their life. Changes in their personal and professional circumstances may impact upon their ability to continue their involvement in chapter management and operations. They may choose to step down from their position at the end of or during their term of services. Committee members who have decided to step down from their positions need to submit a written resignation to Chapter Chair and Alumni & Advancement Office via email at least **two weeks prior to the last day of their term.**

Some tips for Chapter Chair hand-over notes

A hand-over list should focus on all factors relevant to chapter's future operations, including:

- membership list as of the last update
- latest reports to Alumni & Advancement Office (mid-year and annual reports)
- Chapter Constitution
- information about chapter website
- log in details of chapter's social media networking sites, e.g. Facebook, Twitter, LinkedIn, Skype, QQ, Sina Weibo etc.
- financial report/details including chapter's bank account if applicable, incomes and expenditures, balance sheet or any financial statements
- any official documents/certificates with local registration authorities if the chapter has been formally registered or incorporated
- any related documents with details of the local registration process, requirements and contact details of the Registration Society/Department
- information and contact details of other local Australian alumni associations, state and Australian government departments and agencies, and local USQ Education Partner/s if known
- merchandise and promotional material such as chapter tablecloth, banners etc.

We can help

Let us know if you would like us to provide you with further advice and guidance.

If you require any further information or any assistance, contact the Alumni & Advancement Office via email **alumni@usq.edu.au**.