

## **29.07.2015**

### **Handover Meeting**

1. Welcome, open meeting
2. Apologies
3. New Committee
  - a. Typical Roles & Responsibilities
  - b. Ensure new committee have access to emails / web collect / club Google calendar
4. Bring up to speed on current affairs and processes
  - a. Introduce FOAL and Save the Lido (elect a representative)
  - b. Introduce Other Organisations i.e. Change of Scene (are there any other organisations we help out or work with?)
  - c. Introduce any existing policies and processes i.e. Hiring Kit & Putting kit away etc.
  - d. How does the club currently market itself (i.e. website, clothing, target audiences)
  - e. Are there any currently scheduled calendar events (inc. Taster Sessions)
  - f. Propose any future calendar events
  - g. Family/Summer Memberships
5. A.O.B.
6. Dates of Next Meeting
7. Meeting close