



Club Name: _____

Position: _____

Year(s) in office: _____

Created by: _____

Email address: _____

Hello and welcome to your transition guide. This document will contain everything you need to know about your position. It covers your basic role and responsibilities (i.e. what needs to happen to make sure things run on time), ongoing projects that I started this year and what lessons I learned running the club over the past year.

Role and Responsibilities

Summer Projects

Now that you have a better idea of what you do specifically in the club, there's a couple things you need to get organized over the summer or else the first week of September will be incredibly hectic:

Summer Project #1: _____

What

Why

How

Summer Project #2: _____

What

Why

How



Ongoing Projects

I've also been working on a couple of projects over the course of the year that I'd like you to continue. I think these would be a great addition to the running of the club! They are:

Project #1: _____

What _____

Why _____

How _____

Collaborators _____

Project #2: _____

What _____

Why _____

How _____

Collaborators _____



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Project #3: _____

What _____

Why _____

How _____

Collaborators _____



Annual Events

Another thing to be aware of regarding planning is that we throw a couple big events each year. You'll want to get started on organizing these early because they do take a lot of work. Mind you, they're part of what makes out club successful. The big ones are:

Annual Event #1: _____

What _____

When _____

Planning Required _____

Collaborators _____

Annual Event #2: _____

What _____

When _____

Planning Required _____

Collaborators _____



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Annual Event #3: _____

What _____

When _____

Planning Required _____

Collaborators _____



Strategic Partners

In the world of clubs, there are a number of strategic partners that are crucial to our success. Below you can find who those individuals are and why you need to be in touch with them.

Partner #1: _____

Who _____

How _____

Are there any agreements in place with this partner? Yes No

Things you should know about this agreement:

Partner #2: _____

Who _____

How _____

Are there any agreements in place with this partner? Yes No

Things you should know about this agreement:



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Partner #3: _____

Who _____

How _____

Are there any agreements in place with this partner? Yes No

Things you should know about this agreement:



Tips and Tricks

Great! You now know what's going on in the club. Additional information about all club requirements mandated by the AMS can be found in the Club Handbook (it's a great resource!) and in the regular newsletters sent out by the C&S Team (make sure you're set up as a leader on Clubhouse to get these!). A list of contacts is also on the last page.

I also learned a bunch of lessons about this position over the course of the year that I wish I had known at the beginning of the year. My recommendations for how to change things would be:

Lesson #1:

Lesson #2:

Lesson #3:



Finally, here's a list of current deadlines for things coming up soon. Just remember, these are always subject to change and the most up-to-date information will be in the Club Handbook:

March 23rd, 24th, 25th	New Exec Orientations (3 sessions)
March 30th	Renewal of Club Status
May 1st	New Execs take office
May 15th - 19th	Moving dates for Offices/Lockers
July 31st	Clubs Days application due

Club Specific Deadlines:

Date: _____	_____
Date: _____	_____
Date: _____	_____
Date: _____	_____
Date: _____	_____

And that's everything! One last thing to remember, if you ever have any questions, check the Club Handbook first. If you can't find your answer there, feel free to drop by the SLSC to chat with the C&S Team or send them an email at clubquestions@ams.ubc.ca.

Good luck!



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Contacts

AMS and UBC

Clubs & Societies Team, VP Admin

clubquestions@ams.ubc.ca

Any club administrative questions, comments or concerns

Clubs & Constituencies Financial Administrator, VP Finance

fincom@ams.ubc.ca

Financial information for your club accounts

Funds & Grants Administrator, VP Finance

fundsandgrants@ams.ubc.ca

Applying for AMS funds and grants for club operations

AMS Contracts

contracts@ams.ubc.ca

Signing all your club contracts; please give us 2-3 weeks

Ricardo Bortolon, Student Booking Representative

amsbookings@ams.ubc.ca

Booking a room or table in the Nest or on the Plaza outside

Andre Ma, Conferences + Catering Sales Manager

andreama@ams.ubc.ca

Help with sponsorship opportunities

UBC Room Bookings, Student Services

room.bookings@ubc.ca

For help booking UBC operated spaces

Campus and Community Planning

arlene.chan@ubc.ca

Booking outdoor spaces on campus

Student Life and Sustainability Centre

slsc@ams.ubc.ca

Questions about the SLSC; requests for discounts, printing, and equipment rentals



Club Specific

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____

Who _____ *How* _____
Why _____