



**Club Name:** \_\_\_\_\_

Position: President

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 being President of your club. 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:**

*AMS requirements* Act as liaison to the C&S team; Calling a General Meeting

*Additional Requirements* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Also, you should know exactly what being a member of our club entails. There are some specific requirements mandated by the AMS, such as the difference between an active member (UBC student) and an associate member (non-UBC student). Active members can run for positions and vote in elections; associate members can't. Also, more than 1/3 of the club can't be made up of associate members and associate member fees must be 50% more than active member fees. Beyond that, membership gets:

*Fees* \_\_\_\_\_

*Benefits* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Total Collected* \_\_\_\_\_  
\_\_\_\_\_



### 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. As you know, Clubs Days happens during September so you'll want to be prepped for that. Check the Club Handbook for the specific date when the Clubs Days application is due:

**Summer Project #1:** \_\_\_\_\_

*What* \_\_\_\_\_  
\_\_\_\_\_

*Why* \_\_\_\_\_  
\_\_\_\_\_

*How* \_\_\_\_\_  
\_\_\_\_\_

**Summer Project #2:** \_\_\_\_\_

*What* \_\_\_\_\_  
\_\_\_\_\_

*Why* \_\_\_\_\_  
\_\_\_\_\_

*How* \_\_\_\_\_  
\_\_\_\_\_



### Annual Events

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! The big one that is required is organizing the AGM and elections at the end of the year. They are:

#### Project #1: AGM and Elections

*What*

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*Why*

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*How*

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#### Project #2:

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*What*

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*Why*

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*How*

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*Collaborators*

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#### Project #3:

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*What*

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---

*Why*

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*How*

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*Collaborators*

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### Annual Projects

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:

**Project #1:** \_\_\_\_\_

*What* \_\_\_\_\_  
\_\_\_\_\_

*Why* \_\_\_\_\_  
\_\_\_\_\_

*How* \_\_\_\_\_  
\_\_\_\_\_

**Annual Event #2:** \_\_\_\_\_

*What* \_\_\_\_\_  
\_\_\_\_\_

*When* \_\_\_\_\_

*Planning Required* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Collaborators* \_\_\_\_\_  
\_\_\_\_\_

**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. In the Club Handbook, there are specific details on signing contracts and setting up partnerships. Be sure to read those! The existing partnerships and contracts that we already have in place are:

**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:**

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**Lesson #2:**

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**Lesson #3:**

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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:

<b>March 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup></b>	New Exec Orientations (3 sessions)
<b>March 30<sup>th</sup></b>	Renewal of Club Status
<b>May 1st</b>	New Execs take office
<b>May 15th - 19th</b>	Moving dates for Offices/Lockers
<b>July 31st</b>	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](mailto:clubquestions@ams.ubc.ca).

Good luck!





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## Contacts

### *AMS and UBC*

Clubs & Societies Team, VP Admin

[clubquestions@ams.ubc.ca](mailto:clubquestions@ams.ubc.ca)

Any club administrative questions, comments or concerns

Clubs & Constituencies Financial Administrator, VP Finance

[fincom@ams.ubc.ca](mailto:fincom@ams.ubc.ca)

Financial information for your club accounts

Funds & Grants Administrator, VP Finance

[fundsandgrants@ams.ubc.ca](mailto:fundsandgrants@ams.ubc.ca)

Applying for AMS funds and grants for club operations

AMS Contracts

[contracts@ams.ubc.ca](mailto:contracts@ams.ubc.ca)

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

Ricardo Bortolon, Student Booking Representative

[amsbookings@ams.ubc.ca](mailto: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](mailto:andreama@ams.ubc.ca)

Help with sponsorship opportunities

UBC Room Bookings, Student Services

[room.bookings@ubc.ca](mailto:room.bookings@ubc.ca)

For help booking UBC operated spaces

Campus and Community Planning

[arlene.chan@ubc.ca](mailto:arlene.chan@ubc.ca)

Booking outdoor spaces on campus

Student Life and Sustainability Centre

[slsc@ams.ubc.ca](mailto: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* \_\_\_\_\_