

# P&C Executive Handover Checklist

The handover of an Executive role on a P&C is as important as handing over a job role when you move to other employment. It is crucial to have all documents and notes ready for your successor, so they can continue your good work in maintaining the success of the P&C. If time permits, it is also recommended to be an active 'buddy' for them for the first half of the year. This is not to complete their work, but to give advice and suggestions when requested.

*The process of handing over documents and records of the P&C should take no more than two (2) weeks and should be managed by the President.*

## FOR ALL EXECUTIVE MEMBERS

- General Office Bearer Guides (President, Treasurer, Secretary).
- Copies of roles and responsibilities for each position (see Effective P&C Association booklet).
- Current P&C Constitution.
- Current Terms of Reference for all sub-committees.
- Other P&C policies and by-laws (e.g. email use, Code of Conduct).
- List of contacts for assistance (e.g. for Principal, WACSSO, WASCA, FairWork, Wageline, ATO, AssociationsOnline, Department of Racing, Gaming and Liquor, Grange Insurance).
- Any passwords, account tokens, generic email addresses.
- P&C Association ABN.
- P&C Social Media Guide (in P&C Handbook).
- P&C interactive Health Checks (links on WACSSO website).
- Complete the Summary of the Affairs of the Association (template on pages 52-55).
- Complete the P&C Finances eLearning course (see page 23 for details).

## DOCUMENTS FOR THE AGM

- Membership forms (with P&C Code of Conduct on back) and Register of Members.
- Executive position nomination forms (nominations can also come from the floor).
- List of ongoing Sub-committees and Terms of Reference for each one.
- Letter or verbal confirmation from the appointed auditor/reviewer accepting the role for the coming year (if required).
- Change of Bank Signatories form to be signed by the relevant Executive members.
- Notification of Office Bearers for both your Principal and WACSSO.
- Annual Audited Statements and Audit Report (if required).
- President's Report.
- Previous General or Executive Minutes for approval.
- Solvency Statement Declaration (template available on the WACSSO website).

## PRESIDENT/SECRETARY

- ❑ P&C Handbook (hard copy posted to school at start of Term 1, PDF available on WACSSO website).
- ❑ ATO Change of Contact Form
- ❑ Register of Members
- ❑ Minutes books with minutes from all meetings since P&C commenced, or location of archives.
- ❑ Motions register (this is a suggestion only but it helps the new Executive continue ongoing actions from past motions).
- ❑ P&C template for agenda and minutes.
- ❑ P&C meeting attendance book.
- ❑ A list of any important issues/projects which need to be followed up or continued by the new Executive.
- ❑ Any diary that has been kept by the P&C on issues, events and/or invitations attended by the outgoing executive.
- ❑ Building Fund DGR (Deductible Gift Recipient), information available from the ATO.
- ❑ Bank form for change of signatories for P&C general, sub-committee and any investment accounts.
- ❑ Passwords and access to any P&C social media sites and email platforms.
- ❑ All login information for online management/storage accounts (If your P&C uses these).
- ❑ All existing P&C Policies, By-laws and Terms of Reference.
- ❑ Correspondence register (sample available in the Secretary's Guide) and conversation/email detailing where past correspondence has been filed.

## VICE PRESIDENT

- ❑ Contact details for electorate's WACSSO State Councillor.
- ❑ Follow the WACSSO Facebook page at [www.facebook.com/WACSSOinc](http://www.facebook.com/WACSSOinc).
- ❑ Register on WACSSO website for our fortnightly eNews.
- ❑ Subscribe online to P&C Voice.

## TREASURER

- ❑ Books of accounts for current and previous year.
- ❑ Access to archived records for the past 7 years.
- ❑ List of active sub-committees.
- ❑ Accountable Forms Register - cheque, receipt, bank tokens and order books.
- ❑ Assets Register (P&C owned and used assets).
- ❑ Auditor's statements and reports for the past seven years including current year.
- ❑ Bank forms for change of signatories for P&C general, subcommittee and any investment accounts.
- ❑ P&C ABN.
- ❑ Insurance details.
- ❑ Employee files - location.
- ❑ List of upcoming funding grants.
- ❑ All Deductible Gift Recipient (DGR) information. Only a P&C can operate a School Building Fund DGR and it must be registered with the ATO.
- ❑ Superannuation Fund Details.

## EMPLOYMENT

- Current employee personnel files including Letters of Appointment, Contract, SuperStream details, Tax File Numbers, Role Descriptions, Performance Review Records, relevant training attended and employee starting date.
- Records of employees and workplace sign-in/out register/ timebooks must be kept for 7 years after they have ceased employment.
- Current hours and pay rates of all employees.
- List of emergency staff.
- Status of all employees (i.e. casual, permanent, part-time or full time).
- Up-to-date copy of relevant awards available to the P&C Executive and staff.
- Current record of all leave entitlements including Long Service Leave.
- List of past employees for the previous 7 years.
- List of contacts or support agencies.

WACSSO recommends digitising all documents and having dedicated cloud storage for each Executive role. Your P&C should also consider investing in some cloud-based storage or a hard drive device to store all important documents, correspondence and information. Make sure to keep backups of your documents located on school premises.