

## **HANDOVER PROCEDURES AT CHANGE OF NATIONAL COUNCIL OFFICE-BEARER**

### **1. Obligations of the Outgoing Office-Bearer**

1.1. The outgoing office-bearer shall:-

(a) provide a written report to the incoming office-bearer, before change-over. The report should include:

- (i) A brief description of the obligations of the office.
- (ii) Details of any outstanding actions that are the responsibility of the office. Included shall be a list of references, contacts, correspondence and required and/or anticipated time-frame associated with each outstanding action.
- (iii) A list of regular duties of the office. Items such as, but not limited to, attendance to statutory obligations of the Association, attendance at meetings, preparation of reports should be included.

(b) arrange contact with the incoming office-bearer before handover, to discuss the office in general terms, to highlight important issues and to answer any questions that the incoming office-bearer may have relating to the office or the Association in general.

(c) provide the incoming office-bearer with contact details so as to enable ready and quick assistance as and when needed.

(d) provide assistance to the incoming office-bearer as required.

(e) notify all relevant persons and authorities of the impending change-over, providing full contact details for the incoming office-bearer and the date of the change-over. A copy of these correspondences should be provided to the incoming office-bearer.

### **2. Obligations of the Incoming Office-Bearer**

2.1. The incoming office-bearer shall:-

(a) avail himself of all support being offered by the outgoing office-bearer.

(b) satisfy himself that he has a proper understanding of the function of the office.

(c) satisfy himself that he has in his possession all relevant documentation.

(d) set up an operating system that will enable him to fulfil the obligations of the office in a timely manner. Of particular importance in this regard is the satisfaction of statutory obligations of the Association.