

## Handover

**“We’ve got a responsibility to live up to the legacy of those who came before us by doing all that we can to help those who come after us.”**

*First Lady Michelle Obama*

Think back to when you started your Enactus year, what kind of handover did you have? Did you feel comfortable taking on your new role? Nailing the handover process is essential to ensuring the sustainability of your team and making sure you really do leave a legacy behind, so make sure every outgoing member of the team is handing over their role to the best of their ability.

Outlined below are the key handover areas for you to consider:

1. **Key Roles** – it is important to note:

- Handing over key roles (team leader, ABLO, marketing, treasurer, project leaders etc) successfully can be difficult and is an ongoing process. There are two effective ways to do this:
  - Shadowing process: This is where incoming key members are elected and are put into place a few months before the handover is complete.
  - One-on-one training days: Outgoing key members spend a day with the incoming person for their role, passing over the knowledge they’ve gathered during the year, talking through responsibilities and the day to day requirements of the role.

2. **Key Documents** – it is important to note:

- Key documents include project planning, management documents, recruitment materials, presentations and contact spreadsheets.
- Make sure you know where all the key documents are located and you hand them over to the right person on the incoming teams. E.g. Make sure the ABLO knows where to find the details of the advisory board.

3. **Key Relationships** – it is important to note:

- This can be anyone who has become an essential part of the team’s support network. E.g. A faculty advisor, business advisor, alumni mentor.
- Set up meetings with that person and whoever will be managing that relationship in the future and make the introductions so they can begin to build their own relationship.

**4. Project Handover** – it is important to note:

- Project leaders should handover key responsibilities, documents and relationships with your project beneficiaries.
- It is essential to recruit a new project leader that really believes in the project and beneficiaries.
- The leader can be somebody who had already been involved as a project member or somebody who just really cares about the project.

**5. Team Goals** – it is important to note:

- Your outgoing and incoming core team members should work together to shape the future of your team.
- You should let the incoming members grown into their own team, to develop projects and goals that they are passionate about and make the team their own.

**6. Enactus Ireland responsibilities & relationships** – it is important to note:

- Throughout the year there are various tasks which include:
  - attending training events
  - submitting applications
  - updating and recording active team sheets
  - calling your programme officer to update them on team activities
- Enactus Ireland are always there to support your team in any way possible.