Student Action Network Handover Guide 2019

**This guide provides you with template to pass on all the key information to your new committee, information about Amnesty and the Student Action Network, and some hints and tips if you’re struggling to find a new committee. Please do edit this document to make it work for your group.**

**Handover checklist**

*[For the old committee to fill in and pass over to the new committee]*

Passwords

Email: …………………………………………….………………………………………………………………………………………………..

Facebook: ……………………………………..………………………………………………………………………………………………..

Instagram: …………………………………….. ……………………………………………………………………………………………….

Others: ……………………………………………………………………………………………………………………………………………

Where are your physical resources kept? ……………………………………………………………………………………………

Event feedback of what has gone well this year:

1.

2.

3.

Meeting ideas that have gone well this year:

1.

2.

3.

Any general tips for the new committee

*e.g. group chat, links to old committee*

**Role Descriptions**

[*For each member of old committee to fill in separately and hand over to their prospective member of the new committee]*

Role: …............................................

Purpose/ responsibilities of the role:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Successes of the role this year?

1.

2.

3.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Suggestion(s) for improvement?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

Any other comments/advice? ……………..…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Can the new member contact you if necessary for advice? How? ………………………………………………………

**About Amnesty**

As a global movement of over 7 million people, Amnesty International is the world's largest grassroots human rights organisation. We investigate and expose abuses, educate and mobilise the public, and help transform societies to create a safer, more just world.

As an Amnesty Student Group, you’ll have regular contact with Amnesty UK, one of 60 national sections worldwide. Amnesty UK is part of a wider global movement and you may come across the International Secretariat – they are responsible for research and global campaigns, and are based all over the world, including in London.

**About StAN Committee**

Over your year on the committee you’ll be in regular contact with your regional Student Action Network (StAN) Committee representative. Each region is allocated a StAN representative through elections held every year at the Student Conference. They are your link to Amnesty UK and the wider movement, providing advice and support when needed, as well as keeping you up to date with everything else that’s happening in the student network.

Please take advantage of your StAN representative and keep in touch with them – a large part of their role is showcase the incredible work of student activists and strengthen the student movement - so do tell them about all the amazing things you get up to! If you have any ideas or suggestions about Amnesty or the student movement they’re able to feed these back to Amnesty HQ.

As new representatives are **elected in November every year at the Student Conference and AGM**, you’ll get to know two StAN representatives throughout your time as a committee member. The Student Conference and AGM, is a great event to attend, to develop a connection to the wider student movement and build relationships with other groups and Amnesty UK! Tickets go on sale in September.

**The StAN Committee are supported by James**, the Community Organiser for Students. James’ job is to support all the groups in the student network, as well as the committee. If you have any questions or need to speak to someone at the Amnesty UK office you can email him on [james.farndon@amnesty.org.uk](mailto:james.farndon@amnesty.org.uk)

**Amnesty resources**

As committee members it’s sometimes daunting to know where to start! A great place is the Amnesty Resource Booklet, included in your Freshers pack which will be sent to you at the beginning of the academic year (along with loads of Freshers Fair goodies!) Here you can find badges, stickers, placards, informative campaign packs and loads more useful things for campaigning and fundraising. And it’s all free! All you have to do is call up and place your order.

For campaign inspiration and info check out the Amnesty UK and the Amnesty International website, they both have loads of research you can use for you campaigns!

**Communication**

As well as our active social media accounts, **we have our Facebook Group** ‘[AIUK Student Group Committees](https://www.facebook.com/groups/972027872900159/)’ where other student groups ask for advice on campaigns and events, share successful events and interact with other students across the UK to build a stronger student network! StAN Committee members and James will also post on the group with important information and upcoming events. Please make sure all new committee members are added to the group during the handover period.

Make sure you’re following all our social media accounts too!

Facebook Page: @AIUKStudents

Instagram: @amnestyukstudents

Twitter: @AIUKStudents

Website: [https://www.amnesty.org.uk/groups#/student](https://www.amnesty.org.uk/groups)

You will also receive **a monthly newsletter from James**, the Community Organiser for Students at Amnesty UK. This is sent to the chair and vice-chair, and contains updates on our campaigns and the student network. Please do take the time to read these newsletters and pass them on to the rest of your committee.

Please make sure you **update your committee details** via our [online form](https://www.amnesty.org.uk/student-groups-update-your-contact-details). Ideally we’d like these by May so we can keep in contact with societies and strengthen the communication built up throughout the year!

**Affiliation**

**Every year Amnesty Student Groups will need to** [**reaffiliate to Amnesty UK**](https://www.amnesty.org.uk/files/2018-06/STUDENT%20group%20affiliation%20form%20%28lores%29.pdf?_cECJBSQqS4qNfOZ80mPv_ojqaqwQlPF=). This allows you to receive communications from Amnesty UK and vote at the Student AGM and National AGM. It lasts 12 months so groups need to reaffiliate every year. Most do this at the Student Conference as you need to affiliate to vote in the STAN committee elections

**Key dates for your diary**

You’ll receive more information about these soon

**1st September 2019** – Freshers Packs arrive at your Students Union

**6th September 2019** – Action for Change, our annual training event for new committee members, Human Rights Action Centre, London

**1st November 2019** – Write for Rights starts

**3-4th November 2019** – Student Conference & AGM, Human Rights Action Centre, London

**20-21st June 2020** – Amnesty National Conference & AGM

**Help! We don’t have anyone interested in being on the committee next year**

The first thing is; don’t panic! There’s still lots you can do to make sure you have a committee for next year

* **Stay active!** Although you’ll be busy with exams and deadlines, it’s important to try and hold a couple of events after the Easter break to entice people to the society. This might be a stall on campus, or a ‘give it a go session’ - effectively a welcome meeting for new members. Target these at students who are continuing their studies next year.
* **Don’t be afraid to let new people take over!** That first year who came to their first event last week? They might be your next secretary or treasurer – or chair! Of course, it’s great when you have consistency from year to year, but new members can bring in fresh perspectives and ideas – and at the end of the day it’s much better than having no society at all!
* **Focus on fresher’s fair!** You might have a couple of students who want to be involved next year but don’t want the responsibility of being on the committee. The most important thing is that you can run a Freshers Fair stall to get new members next year – if they can commit to doing that, they can elect a new committee in the Autumn term.
* **Reach out**. If you’re still struggling speak to your student union, your STAN rep or James. We can offer help and support.