****

**Student Action Network Handover Guide 2021**

**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 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 over 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 to 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.

You can find out who the STAN committee are on our website <https://www.amnesty.org.uk/contact-our-student-action-network>

As new representatives are **elected in the Autumn every year at the Student Conference,** you’ll get to know two STAN representatives throughout your time as a committee member. The Student Conference 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’ role 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

**Amnesty resources**

As committee members it’s sometimes daunting to know where to start to find new materials and resources. A great place is the Amnesty Resource Booklet, included in your Freshers pack. In the Amnesty Resource Booklet, you will find badges, stickers, placards, informative campaign packs and loads more useful things for campaigning and fundraising. And it’s all free!

For campaign inspiration and information check out the [Amnesty UK](https://www.amnesty.org.uk/) and the [Amnesty International](https://www.amnesty.org) website, they both have loads of research you can use for you campaigns.

**Communication**

As well the Student Network social media accounts, **we have a Facebook Group** ‘[Amnesty UK Student Groups](https://www.facebook.com/groups/972027872900159/)’ where 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>

Your group will also receive **a monthly email update** 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.

**Key dates for your diary**

You’ll receive more information about these soon.

**19 June 2021** – Amnesty UK AGM held online

**September 2021**– Freshers Packs arrive at your Students’ Union

**30 – 31 October 2021** – Amnesty Student Conference

**1 November 2021** – Write for Rights start

**AGM and Election Checklist**

If you haven’t organised your AGM or committee elections yet;

1. Refer to your student union guidelines for the procedural specifics for your group’s AGM and committee elections as well as the positions they require you have.
2. Remember to advertise well in advance and make sure any important documents (such as your constitution if you have one) are available for members to read through beforehand.
3. Ask the current committee to reach out to freshers or other members that might be good fits for the roles. Sometimes people just need the extra encouragement.
4. Just hold the AGM!
	1. Even if you are uncertain about filling the roles, the AGM may attract new faces.
	2. Don’t worry if you don’t fill all your committee roles! You can always fill in the gaps through another election.
	3. If key roles are not filled (President, Secretary, Treasurer) you can ask current members to temporarily fill these roles until next year when an election can be held.
	4. Consider branching out on role types to encourage new members. (e.g., Welfare officer; Campaign's officer; Outreach officer)

**Help! We’re struggling to elect a new committee.**

We know that it can be difficult to elect a new committee. The COVID-19 crisis and lock down has exacerbated this, as universities campuses remain closed for most students.

Here’s some guidance for electing a new committee this year;

* **Hold your AGM virtually.** For many groups this is the second time elections and AGMs have had to be held online. We’ve seen groups hold elections via video call, online voting forms and email. If you need support for how to run yours, get in touch. Due to the lock down many groups are only electing smaller committee to the new academic year – we only need two points of contact for your group.

Once you’ve held your AGM or election, don’t forget to [update your groups contact details as soon as possible.](https://www.amnesty.org.uk/student-groups-update-your-contact-details)
* **Stay active online.** Although you’re busy with exams and deadlines, try and hold a couple of online events to show the society is still active, and to provide some social contact support to your current members.

This could be as a simple as catch up over a cup of tea, an online film screening or a virtual lecture.

* **Don’t be afraid to let new people take over!** That first year who came to their first event this term, they might be your next secretary or treasurer – or chair! Of course, it’s great to have consistency from year to year, but new members can bring in fresh perspectives and ideas.
* **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 – if they can commit to doing that, you 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 at james.farndon@amnesty.org.uk