

# Student Action Network Handover Guide

This guide provides you with a 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]*

### Social media accounts and passwords

Email:

Instagram:

Tiktok:

Twitter/X:

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.

**General tips and advice 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 who are **elected by student groups in June every year**. 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 showcasing 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 June every year. Applications for the STAN Committee open in April/May – so keep your eyes peeled if you want to apply!** You'll get to know your 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! This happens in January/February each year.

You can **follow the StAN Committee on Instagram, @amnestyukstudents**. There the StAN Committee post regular updates, upcoming events, and chat with student groups directly.

**The StAN Committee are supported by Hannah**, the Community Organiser for Students. Hannah's 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 her at [Hannah.Stokes@amnesty.org.uk](mailto:Hannah.Stokes@amnesty.org.uk) or drop her a text/Whatsapp on +447879109074**.

## Amnesty resources

As committee members it's sometimes daunting to know where to start! A great place is the 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 send an email to

[activism@amnesty.org.uk](mailto:activism@amnesty.org.uk) with the subject line FRESHERS PACK and provide an address for delivery. Packs become available to order in September of each year, but if you need any other resources for specific events feel free to reach out to Hannah directly.

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 your campaigns!

## Communication

Instagram: @amnestyukstudents

Website: <https://www.amnesty.org.uk/groups#/student>

You will also receive a **monthly newsletter from Hannah**, 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. These emails often contain exclusive invites to upcoming events, important dates, and showcases the work student groups are doing on campus. Please 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](#). 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](#).** This allows you to receive communications from Amnesty UK and vote at the National AGM and run/elect the StAN Committee. It lasts 12 months so groups need to reaffiliate every year. Most do this at the beginning of the academic year.

## Key dates for your diary

You'll receive more information about these soon. There's plenty more dates and events, but these are the fixed dates that are guaranteed to come up this year...

**1 May** – Applications open for the StAN Committee. [Read more about applying here](#).

**31 May – 17 June** – StAN Committee elections take place.

**21-23 June** – [Human Rights Festival and AGM](#)

**1 September** – Request your freshers packs!

**1 November** – Global Write for Rights campaign starts. [Read more about this here](#).

**January/February** – [Student Conference](#)

**March/April** – Committee handovers at your university

## 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 Hannah. We can offer help and support.