

## Support Group Facilitator Handover Template

Use this template as a guide to check that all operating information about the group is passed onto the new facilitator.

What	Who	Where	Indicate Completed
<b>Compile procedures and processes of how the group operates</b>	Facilitator or Secretary	Send/pass on to new Facilitator Store this information in the cloud	
<b>Compile list of members and contact details</b>	Facilitator or Secretary	Send/pass on to new Facilitator Store this information in the cloud	
<b>Compile list of external contacts and introduce incoming facilitator to key supporters and/or funders, sponsors, venue hire manager, networks, etc</b>	Facilitator or Secretary	Send/pass on to new Facilitator Store this information in the cloud	
<b>If a large group and not already known introduce to group members</b>	Facilitator	In person, by mail or email or an online forum	
<b>If an online group such as Facebook provide passwords and other details for administrator operating the account</b>	Facilitator/ Administrator	In person, by email	
<b>If Facilitator is a signatory to a group's bank account complete necessary documentation of change</b>	Facilitator/ Secretary/ Treasurer	In person	
<b>If Facilitator has details/access to formal group details e.g. ABN, insurance pass these onto incoming Facilitator and complete any necessary document change</b>	Facilitator/ Secretary/ Treasurer	In person, by email	
<b>Other details you might have on record</b>	Facilitator		