

Handover Information for Playgroup Committees and Management Groups

The health and sustainability of playgroups can be impacted by the information that is passed from one Committee or organising group to the next as playgroup members transition on and off the committee or management roles. We sometimes find that new committees have received little or no information about their roles and responsibilities and may be struggling to understand what they need to do, when they need to do it and who is responsible for various tasks. Planning the process of handing over information and resources from one committee or organising group to the next is an important step in helping to ensure that things run smoothly and that the incoming committee feels confident and supported in their roles.

At the changeover of a committee or organising group it is a good idea to plan a 'wind up' meeting or process to hand over records and information. Ideally this should be as soon as possible after the AGM, end of year meeting, or change of management team.

Handover process

Suggestions for ensuring a smooth handover of responsibility include:

- Provide Job Descriptions for positions and/or instructions about tasks
- Allow time for incoming committee members to find out about the job they are taking on and to ask questions
- Ensure the financial records are in order and include budget information in the handover
- Changing signatories for bank accounts - make sure you have documented the changes authorised in minutes of meeting to give to the bank. Have the forms ready for everyone to sign.
- Ensure all records and relevant information is provided to the incoming committee (see checklist)
- Provide contact information for outgoing people
- Provide information about any upcoming events or important dates and processes
- Include information about PGWA membership issues and processes including updating information in the Online Members Portal, as well as contact details for your PGWA Development Officer
- Set a date for the first meeting for the new committee or management group
- Celebrate the success of the past year and acknowledge the efforts of volunteers in your group

Handover Checklist

PGWA has developed a [checklist](#) to assist committees and organising groups in planning and working through handover processes and tasks. The checklist can be downloaded and used by playgroups as a guide for ensuring a smooth handover.

Information and Support from Playgroup WA

Remember that Playgroup WA is here to help. Our Membership team can assist you with getting access to the members portal for updating committee members, adding new families, membership payments and updating family contact information, as well as session information. Information and instructions for accessing the On-Line Members Portal can be accessed [here](#).

Playgroup WA's [Resource Kit](#) provides a comprehensive guide to running and managing playgroups. We recommend that incoming committee or organising group members take advantage of the valuable information available to playgroups in this resource. The Resource Kit can be accessed [here](#).

Our Development Officers have a wealth of knowledge and experience in guiding and supporting playgroups about managing playgroups. You can find the Development Officer for your area [here](#).