

FAMDA Committee Transition Procedure

This document outlines the required steps and responsibilities for transitioning from the outgoing FAMDA committee to the newly elected committee following the Annual General Meeting (AGM). It ensures continuity, legal compliance, and operational readiness.

1. Purpose

To provide a structured process for transferring responsibilities and ensuring smooth handover of duties, records, and access between outgoing and incoming committee members.

2. Scope

This procedure applies to all elected roles within the Foster Arts Music & Drama Association (FAMDA) Committee and includes legal, administrative, financial, and operational responsibilities.

3. Key Roles and Responsibilities

President

- Chair final meeting of outgoing committee.
- Ensure all office bearers have actioned transition tasks.
- Provide handover notes and association governance documents to new President.

Committee Secretary

- Pass on all correspondence records and association documents (e.g. constitution, membership list).

Incorporation Secretary

- If changed:
- Submit change of committee details to Consumer Affairs Victoria (CAV) via MyCAV within 14 days of AGM.
- Ensure access to the MyCAV account is updated to the new Secretary.

Treasurer

- Complete final financial reconciliation and hand over bank access (where applicable).
- Support submission of annual financial statement to CAV if not already completed.
- Ensure transition of bank account signatories to new committee.

General Committee

- Support continuity by briefing incoming members on in-progress work and pending deadlines.
- Assist in archiving records and materials from the previous term.

4. Transition Checklist

This checklist is designed to list by area the transitions that must be reviewed and completed within 14 days of the election to ensure a smooth and compliant handover.

4.1. Governance & Administration

- Constitution reviewed and confirmed up-to-date.
- Minutes of last AGM provided to incoming committee.
- Register of members handed over.
- Handover of correspondence records (email, letters, key contacts).

4.2. Consumer Affairs Victoria (CAV)

- Secretary updated on MyCAV system if changed.
- New office bearer details submitted to CAV.
- Annual Statement submitted (if due).
- Download and archive a copy of CAV registration and constitution.

4.3. Financials

- Final Treasurer's report prepared and handed over.
- Access to bank account transferred (signatories updated).
- Budget and reconciliation files handed over.
- Login credentials to financial software or tools provided.

4.4. Digital & IT Access

- Handover of email account credentials.
- Website admin and social media access reviewed and updated.
- Access to shared file drives (e.g., Dropbox, Google Drive) updated.
- Security settings and passwords changed if appropriate.

4.5. Venue, Keys & Physical Assets

- Hall keys and storage access handed over.
- Inventory of assets (e.g., tech equipment, costumes) reviewed.
- Asset register updated and acknowledged by new committee.

4.6. General Planning

- Forward calendar of key dates (e.g., events, meetings, grant deadlines) provided.
- Volunteer and contact lists handed over.
- Induction meeting scheduled with incoming committee.
- Any pending grant or project documents included in transition.

5. Record Keeping

The outgoing Secretary must ensure all key records from their term are archived in the association's designated record keeping system. Digital files should be backed up, clearly labelled, and accessible to the new Secretary.

6. Additional Notes

Any deviation from this procedure should be documented and approved by the Committee. The success of each transition will be reviewed at the first Committee meeting following the AGM.