

COMMITTEE HANDOVER CHECKLIST

Hand over cleanly when a chair, secretary or treasurer changes.

OUTGOING

INCOMING

POSITION

DATE

ITEM	HANDED OVER	WHERE KEPT / NOTES
Minutes book and correspondence		
Passwords and portal access		
Bank signatories and cards		
Keys, fobs and remotes		
Contracts and agency agreements		
Insurance policies and claims		
Open quotes and jobs		
Defects and warranty claims		
Disputes and legal matters		
Arrears and payment plans		
Compliance calendar		
Supplier and contractor list		
Owner roll and contact list (privacy)		
Seal / common seal (if any)		

OUTGOING SIGNATURE

INCOMING SIGNATURE

DATE