

Checklist for the hand-over period

During a hand-over period in the association:

- A meeting between the new and old presidents, together with the Association Coordinator, shall be arranged in order to ensure a proper hand-over, including change of person responsible for the association's accounts and the signing of the *Contingent liability agreement and guidelines for collaboration with associations*.
- The outgoing president shall hand over access to the e-mail account.
- The outgoing president shall, as per the *Contingent liability agreement and guidelines for collaboration with associations*, submit an annual report to the Association Coordinator no later than May 1. The annual report shall primarily contain observations on how the association has worked in relation to the core issues that it exists to promote.
- The outgoing president shall hand over all other essential information and documentation that the new president requires in order to ensure as smooth a transition as is possible. Such information may, for example, relate to important deadlines for the association regarding things which must be ordered or booked prior to a specific date in order for the association's purpose and aim to be fulfilled.