**EMAILS & CONTACTS**

*Include your main club email and key exec 2022-23 contacts here whom the new President or exec may need to contact for logistical information.*

**Eg. Main Email Contact:** mhs.vpinternal@gmail.com

**Eg. Backup Email:**

* Eg. This will expire on date abc

**Eg. Finance Coordinator 22-23 Contact**

**ROLE OVERVIEW & HISTORY**

*Include an overview of your role and what the position entails. Outline any previous duties that may have changed, or any new responsibilities you took on this year.*

**Primary Role and Responsibilities:**

 ***Eg. MHS President Meetings***

* + The MHS VP Internal holds mandatory MHS President meetings where they relay info on abc and provide support on xyz
	+ Meeting times are decided through etc.

**Eg. Merch**

* This year, I took on the responsibility of designing, sourcing, and purchasing the club merch due to reasons xyz

**IMPORTANT CONTACTS**

*This is where you include any points of contact, ongoing connections, or new networks from this year. Include any notes that may help the future exec understand the context of what you were communicating about.*

**Eg. MHS VP Internal –** **mhs.vpinternal@gmail.com**

* The VP Internal is your first point of contact with the MHS.

**Eg. Department Email Holder**

**IMPORTANT LOGISTICAL INFORMATION**

*Include and explain any logistical information on your initiatives, annual or regular events, room bookings, etc. and how you plan and organize them.*

**Eg. Humanities Mentorship Initiative**

**Eg. Philosophy Round Table Discussions**

**PROJECTS/SERVICES/EVENTS from 2022-23**

*Provide an overview of what events and services you ran, specifically for this 2022-23 year (as well as those that may be outstanding.) Include notes on logistics such as what the purposes of the events/services/projects were, any complications, who you worked with, marketing etc.*

**Second Year Welcome Event**

**Merch**

**Cross-Faculty Panel**

**TIMELINE**

*Provide a monthly timeline from April to March with bullet points on when annual events, tasks, contacts, or meetings etc. occur. This will give a snapshot to the incoming exec about what to expect.*

**Eg.**

|  |  |
| --- | --- |
| **May** | * **Transition meeting with VP Internal**
 |
| **…** |  |
| **September** | * **Clubsfest / Humanities Faculty Event**
* **Funding info from MHS**
 |

**FINANCES**

*An expansion of the finance section in the re-ratification form, provide a more detailed outline about your allocated funding and how it was used, where you wish you’d saved money, or where you could’ve spent more. Include any notes about recommended funding for future years (eg. Big annual events like a panel or wine and cheese night).*

**Eg. Budget Allocated for 2022-23: $475**

**Eg. Rough Breakdown**

**OVERALL CHALLENGES & SUGGESTIONS FOR IMPROVEMENT**

*Much like a feedback section to inform the successive President and exec on challenges and lessons learned. What recurring issues happened this year and how did you solve them? If they were not resolved, how do you recommend future execs approach them? Were there any big obstacles?*

**NOTE TO THE ROLE**

*This is specific to the President role. Include a brief note on your reflections about the role, what you enjoyed, what was difficult, etc. Conclude with words of encouragement.*