

## CHECKLIST FOR HANDING OVER TO A NEW COORDINATOR

Whether your playgroup is big, small, formal or informal, it is always a good idea to allow time for an outgoing coordinator to handover relevant information to the new coordinator. This helps towards a smooth transition for the team as well as the families in your playgroup.

### SOME WAYS TO MAKE THE HANDOVER EFFECTIVE

- Develop clear job descriptions eg coordinator, playgroup leader, helpers
- Ensure all finances are in order including signatories at the bank if needed
- Have a handover meeting with time for the outgoing coordinator to pass on relevant information to their replacement, as well as the new coordinator to ask any questions
- Share a brief overview of the coming year eg annual training events, local community celebrations
- Celebrate the successes
- Acknowledge the efforts and contributions of the volunteers that make up the playgroup team
- List names and numbers of the outgoing and incoming team members of the Playgroup ministry

### GENERAL INFORMATION TO PASS ON

- Membership information eg Playgroup Victoria, Christian Playgroup Network
- Playgroup Mission or vision statement
- Playgroup Manual from Playgroup Victoria & other helpful resources eg A – Z playsheets
- Equipment inventory
- Record books - Accident / injury , attendance, finances
- Families playgroup enrolment information and any waiting list information
- Hall/ venue information – eg key arrangements, security precautions, contact names and numbers of church contact person for any concerns or problems
- Events and outings information run by the playgroup eg parenting courses, exploring faith sessions, excursions
- List of resource people and contact details eg Christian Playgroup Network, local council, maternal & child health coordinator, playgroup equipment and craft suppliers
- Play and activity ideas

By taking the time now to prepare and handover to a new coordinator, your Playgroup will have a smooth and stress free transition.

**For more helpful information**, Playgroup Manual, 4th edition. Enter the Members' Gateway at [www.playgroup.org.au](http://www.playgroup.org.au) to download the Playgroup Manual.

**For helpful advice** contact any of the Christian Playgroup Network representatives listed on page eight.



#### President

Dorothy Hughes (President)  
03 9653 4275  
0400 484 131

[dhughes@melbourne.anglican.com.au](mailto:dhughes@melbourne.anglican.com.au)

#### Correspondence

Ruth Kernick (Secretary)  
03 9873 7730  
0408 144 675  
[ruth@kernicks.com](mailto:ruth@kernicks.com)

#### Anglican

Dorothy Hughes (President)

#### Baptist

Ruth Kernick (Secretary)  
03 9873 7730  
0408 144 675  
[ruth@kernicks.com](mailto:ruth@kernicks.com)

#### Baptist

Louisa Raggatt  
*Currently on Maternity Leave*

#### Brethren

Jan Bangay  
03 9876 4519  
[mjbangay@netspace.net.au](mailto:mjbangay@netspace.net.au)

#### Churches of Christ

Sue Nicholls  
03 9702 1011  
0403 822 324  
[mandsnicholls@ipriums.com.au](mailto:mandsnicholls@ipriums.com.au)

#### Salvation Army

Roslyn Elms  
03 8271 2839  
0421 120 857  
[roslyn.elms@aus.salvationarmy.org](mailto:roslyn.elms@aus.salvationarmy.org)

Jacqui Berris (Treasurer)  
03 5244 5118  
[jacqui.berris@bigpond.com](mailto:jacqui.berris@bigpond.com)

#### Uniting Church

Chris Barnett  
03 9340 8806  
[chris.barnett@ctm.uca.edu.au](mailto:chris.barnett@ctm.uca.edu.au)