

# PASS THE BATON

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79th International Council Meeting

15.04.2021

14h30 - 16h00

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# What is the Transition process?



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# Why do we need to have a good Transition?

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# Reasons:

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- **Fast turnover of Human Resources** (*1 year of term*);
- **Importance of remaining with high quality standards;**
- **Highlight the prominence of knowledge management;**
- **Building the team spirit;**
- **Decreasing the error margin** during the term;
- **Not spending executive time** of the term, in the learning process.

# FM Transition



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# Important Contents pass on:

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- Partners;
- Projects;
- Grants;
- Administration Procedures;
- Accounting;
- Budgeting;
- Financial Strategy.



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# Partners

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- Understanding the Partnership Packages, according to the ELSA Group Strategy;
- Total income related with this source;
- Understanding the dimension of Projects Partners and General Partners;
- Reading the needs of the association, in order to support BEE in the Fundraising Policy.

# Projects

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- Incomes for each project;
- Balancing of the Projects Budget;
- Together with the Project Managers understanding how can we make these projects sustainable, relating affordable logistic costs with the revenues generated.





# Grants

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- Information about the Grants that usually the ELSA group apply (ex: Grants data basis);
- Explaining the structure of an application procedure;
- Understanding what kind of projects and investments can be involved;
- Informing about the information required to the reporting procedure.

# Administration Procedures

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- Folders;
- Documentation that should be collected;
- Tips of organisational skills (ex: white board method);
- Bank Account - data update;



- Time management;
- Delivering information about every payment procedures;
- Training in every platforms.

# Accounting

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- Comprehension of each Financial Journal;
- Reconciliation of Bank Statements Transactions with incomes and expenses mentioned in the Financial Journals;
- Learning to read balance sheets;
- Absorbing every information about bookkeeping work.



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# Budgeting

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- Fixing a financial calendar of fixed expenses;
- Do the budget together in accordance with the expectations of every officers (supporting and key areas);
- Fixing a reserve;
- Establishing contingency %;
- Informing the amount related to the provision.



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# Financial Strategy

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- Working Groups procedure;
- Defining main goals about the incomes, expenses and investments;
- Timelines.



**IMPLEMENTATION**

- Evaluate the timeline of the current cycle;
- Establishing the current goals, concerning the timeline of the cycle.



**EXECUTION**

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# Evaluation w/ Newbies

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## Transition Exercise



1. Problems to solve.
2. Ideas.
3. Improve creative thinking.

# Roundtable.

## Transition Plan

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