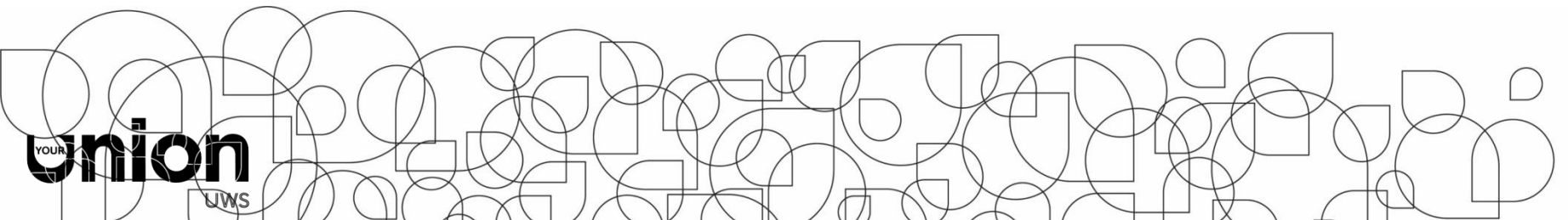




UWS Students' Union

Society Training 2026/27



Aims of this training session

- Understand what the Students' Union is and where you and your society fit into it
- Understand what is possible for you and your society this year, and what you need to do to make it happen
- Understand how the Students' Union will support you, and how to access this support
- Take the next steps to plan your activities for the year

Section 1: What is the Students' Union and where does your society fit into it?

Section 2: How to set up and organise your society



Section 1: What is the Students' Union?

- We exist to improve the lives of UWS students
- You are automatically a member - it's free
- We are an independent charity and work closely in partnership with UWS
- Our staff support you to put your ideas into action and get the best out of your time at UWS

Our Mission:

To be the voice for students at UWS, effecting change and maximising student experience by creating a sense of belonging and offering opportunities to improve students' lives!



Section 1: Where do you and your society fit into this?

- The Students' Union is made up of around 20,000 students across all our campuses
- Students can be actively involved through societies and course reps
- These groups make up a network of student activity and support across the university
- Bringing all of them together under one organisation forms the collective voice of the Students' Union
- (as pictured in this terrible umbrella diagram on the right)
- Our wide variety of societies hopefully means there is a relevant and relatable place for all students to feel included within the Students' Union
- Our Student Presidents are responsible for bringing together your collective voice

The Students' Union



Section 1: Our Aims

Building a powerful voice for students

We will work together with students to ensure our voices are a vehicle for positive change within UWS and their local, national and global communities

Supporting students to achieve their goals and aspirations

We will work tirelessly with UWS to ensure you are given every opportunity to build your knowledge, skills and confidence to shape your future

Building a sense of belonging and community

We are proud to be part of a university that is committed to welcoming students from all backgrounds, particularly those who face significant barriers. We want every student to find a place in a strong community that supports them to make a difference and find activities that interest them

- Societies play an important role in helping the Students' Union achieve these aims
- Your society will either directly or indirectly help you and other students benefit in these ways



Section1: Our Values

Welcoming

Always friendly and supportive, providing opportunities to meet new people, learn new skills and have fun

- This is essential if you want students to get involved in your society

Innovative

We are an ambitious union and are unafraid to try new ways of working to ensure students receive best services and university experience

- We will do our best to help you with any new ideas
- If it doesn't work, that's ok. You can try something else

Student Led

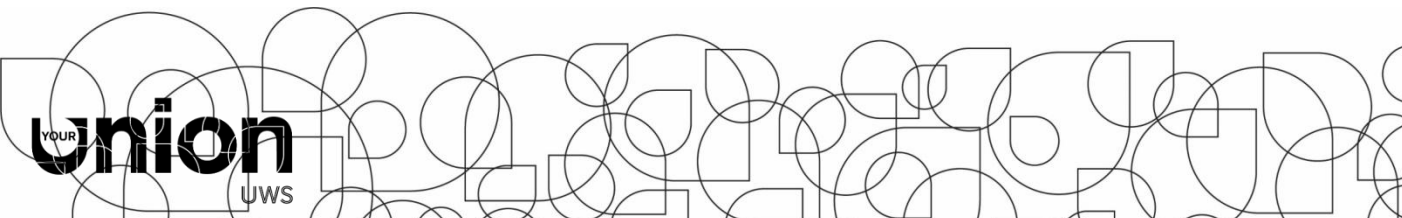
We are led by students for students and ensure that student voices are at the heart of everything we do

- Societies are the most student led part of the union
- What activities you do and how you organise yourselves is your decision

Equality & Diversity

Advancing equality and breaking down barriers in all that we do

- We are here to help make sure you can make your activities accessible and inclusive for all students



Section 1: What we do

You can find full details on the different ways students can get involved and access support from the Students' Union on our website: [Home \(uwsunion.org.uk\)](https://uwsunion.org.uk)

Student Representation: [Representation \(uwsunion.org.uk\)](https://uwsunion.org.uk)

- Our representation system enables students' voices to be heard and be partners in improving the education experience at the university
- Your course should have course reps elected to represent you. Do you know who they are?

Student Societies: [Societies and Volunteering \(uwsunion.org.uk\)](https://uwsunion.org.uk)

- Societies play a key role in making sure UWS campuses belong to students
- The Students' Union has different spaces which we can use at each campus

Advice Service: [Advice \(uwsunion.org.uk\)](https://uwsunion.org.uk)

- Information, advice, representation and advocacy
- This is a free, confidential, impartial and independent service to all students at UWS
- If you become aware of any students who are struggling to complete their coursework, the best thing you can do is encourage them to contact our advice service



Section 1: Your Student Presidents



Student President

Solution



VP Education

Akriti

- Elected by students
- Work Full-time
- Paid
- Represent your voice at the highest levels of UWS



Section1: Student Roles at the Union

- All other student involvement within the Students' Union is done on a voluntary basis
- This is your Union. We are led by students
- What types of volunteering roles do students do with the Union?
- Student Reps
- Societies
 - Society Committee Members
 - Societies Leadership Team
- Your society is an important part of the structure and purpose of the Students' Union



Section 2: What are Societies?

Student-led groups, formed and run by students, which bring together people who have a shared interest or identity

- Create social opportunities and communities for students
- Enjoy shared interests together
- Support each other through university and help you make the most of your experience



Section 2: Affiliating your society with the Students' Union

What does affiliation mean?

- Completing the steps below to have your society officially part of the Students' Union
- Your society needs to be affiliated to access support for bookings, promotion, finances and funding

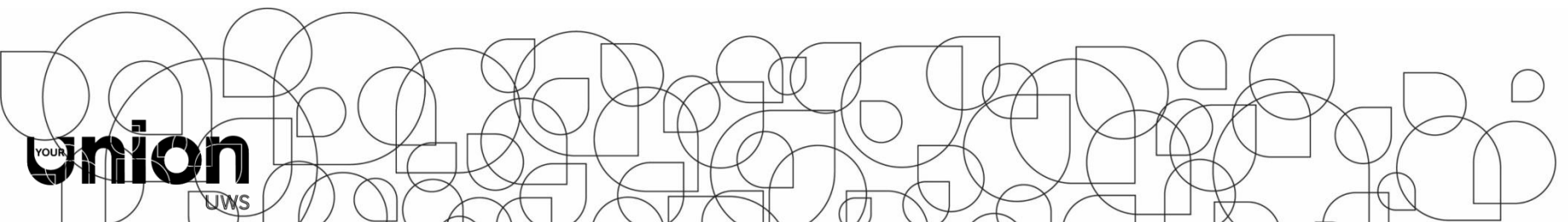
What do you need to do to affiliate your society?

1. All committee members attend a society training session
2. Complete your Society Action Plan
 - Confirm who's on your society committee
 - Identify your main aims and activities for the year
3. Complete Data Protection Training
 - Everyone who have admin rights for your society page or log in details for your email account must complete this
4. Attend Societies Council
 - At least one member of your society must attend our Societies council meetings
5. Host your first meeting or activity



Section 2: What you receive from the Students' Union

- A page for your society on our website
 - This can be used to advertise your society, collect memberships and sell tickets
- A society Gmail account
 - This gives you a contact email without having to share your personal details
 - This is used to contact your society members
 - The Students' Union will contact you through this account
 - Log in details can be shared between committee members to help share the workload
- A bank account with the Students' Union
 - This means no-one needs to be individually responsible for any money your society has
 - It also enables the Students' Union to provide funding support
- Funding support
- Free bookings for Students' Union and university spaces
- Help with promoting your society and activities



Section 2: Using your Society webpage

How do you get admin rights for your society webpage?

- Once you send your completed Action Plan, admin rights will be given to the students you have indicated need access to this
- They all need to join your society through the webpage first

How do you access you admin pages?

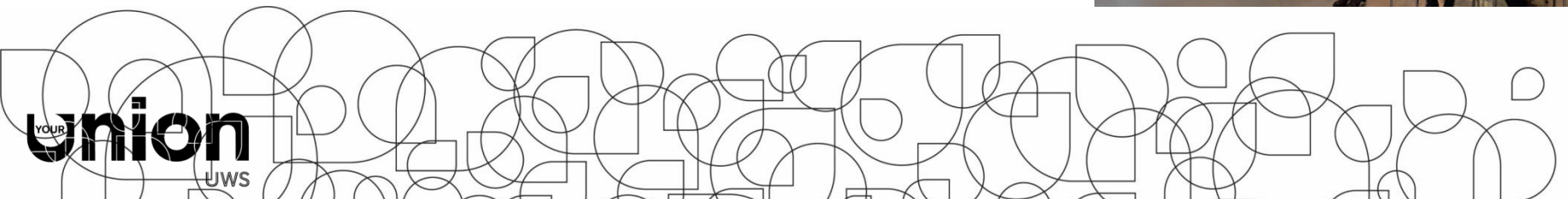
- Log in with your student ID and password, select the **cog symbol** in the top right corner to access the admin pages for the societies
- In the **edit details** tab, you can update the information that appears on the society page
- The **members** and **messages** tabs let you see your membership list and send them emails
- You can find full guidance in our **Societies Handbook**: [Guidance for your Society \(uwsunion.org.uk\)](https://uwsunion.org.uk)



Section 2: Getting your society up and running

Organising your first event/activity:

1. Agree the aim of your event
2. Agree how you will work together to achieve this
3. Book a space
4. Invite members:
 - Emails, group chats, social media
 - You're welcome to use whatever apps or platforms suit you best for communicating
5. Promote to other students:
 - Posters and flyers: send designs to societies@uwsunion.org.uk
 - Advertise on Students' Union website
 - Ask academic staff to promote
 - Book a stall on campus to speak to students directly
6. Any finance and funding required?
7. Risk assessment required?



Section 2: Societies Agreement

What you can expect from the Students' Union officers and staff:

- We won't organise your events and activities for you but will provide guidance to support you
- We'll listen to any ideas you have and try our best to help you achieve them
- We'll provide a platform for you to promote your society and activities to other students
- We'll help book spaces for you to host your events and activities
- We'll support you with managing finances for your society
- We'll respond to society requests within three working days (Monday-Friday)
- We'll keep you up to date on additional support available from the Students' Union and the university

What the Students' Union officers and staff can expect from you:

- You'll take the lead on organising your events and activities
- You'll keep the Students' Union up to date on your plans and any changes
- You'll listen to advice and guidance given by the Students' Union
- You'll ask for help when you need it
- You'll ensure your events and activities are inclusive and accessible to all UWS students
- You'll have some sort of handover ready, for new leadership to take over your society once you graduate
- You'll enjoy your society role and benefit from it!

Section 2: Where to access resources and support

Booking spaces on campus and managing your finances:

- [Resources & Bookings for your Society \(uwsunion.org.uk\)](https://uwsunion.org.uk)

Full guidance on organising your society and activities:

- [Societies Handbook \(uwsunion.org.uk\)](https://uwsunion.org.uk)

Societies Council:

- [Societies Council \(uwsunion.org.uk\)](https://uwsunion.org.uk)

Awards and recognition:

- [Benefits & Awards \(uwsunion.org.uk\)](https://uwsunion.org.uk)

Society Committee Members' Whatsapp Group:

- See your follow up email from the training session for the link to join



Section 2: UWS Volunteer Recognition Award

All society committee members are eligible for the award!

- This is where you can receive formal recognition from the university for your role in supporting other students through your society
- Find the full details and how to register here:



[UWS Career Centre](#)

- For more information, or help with your award submission, email jamie.mcdowall@uws.ac.uk

Student Services Careers

I LOVE VOLUNTEERING

UWS Volunteer Recognition Award

Did you know you can get voluntary work recognised by the University as a UWS Achievement Award?

Visit the Careers & Academic Skills Website for information.
Scan the QR Code:



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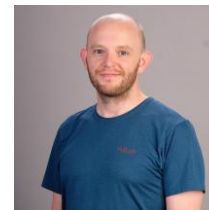
Section 2: Key contacts

Societies email account:

- Email: societies@uwsunion.org.uk

Jamie McDowall : Societies & Engagement Team Leader (Scottish campuses)

- Email: jamie.mcdowall@uws.ac.uk
- Mobile: 07737237111



Nathan Price: Student Engagement & Representation Coordinator (London campus)

- Email: nathan.price@uws.ac.uk
- Mobile: 07475769397



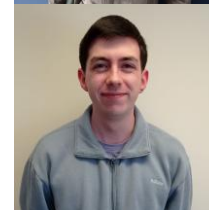
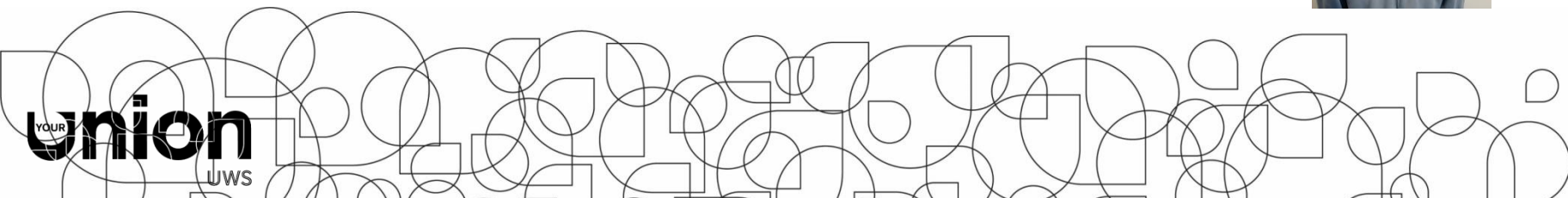
Joseph Huttich, Events & Venue Coordinator (Paisley)

- Email: joseph.huttich@uws.ac.uk



Matthew Dunn, Societies & Engagement Assistant

- Email: matthew.dunn@uws.ac.uk



International Students' Volunteering

Voluntary work restrictions?

At the Students' Union, we are aware, that there may be some fears from our international students on taking on a volunteering role with us, due to the constraints Home Office place on Student Visas. Rest assured society leadership (and our student rep roles) is not considered voluntary work by government guidelines as it does not:

- Require students to enter a contract with the Students' Union
- Carry out work for the Students' Union that needs you carry out tasks, and attend spaces at specific times
- Receive a salary of any kind
- Replace a paid role

If you have any more questions about this, please contact the international student support team via the hub: hub@uws.ac.uk, for further clarification on this.