

STARTING UP AND ORGANISING YOUR SOCIETY

Your Society Committee

Every society needs to have a committee. Your committee is the group of students who take on the responsibility of leading and organising the society.

What does the committee do?

- Keep in touch and engage with the Students' Union
- Organise events and activities
- Promote the society and its activities
- Establish and maintain two way communication with society members
- Maintain and develop use of your society's webpage, email account and social media
- Organise the society's finances and fundraising
- Attend Students' Union training sessions and Societies Council meetings

A successful committee will...

COMMUNICATE

Maintain regular communication between committee members, other society members and the Students' Union after having identified and agreed on the best forms of your communication.

DIVIDE RESPONSIBILITY

Agree on each committee member's role for the year and for each individual event.

PARTNER

Use the support available from the Students' Union to promote, fund and organise your activities.

COLLABORATE

Encourage other society members to help organise and deliver events and activities. Not all society members want to be on the committee but they still might like to be able to help with events, or have particular skills or experiences which could benefit the society.

MEET FREQUENTLY

- Hold regular committee meetings, which must work towards achieving the society's aims and identify clear actions to be taken by each committee member.
- Attend Society Council meetings to share ideas and build links with other societies.
- Hold an AGM and committee elections at the end of the academic year, which will ensure the society is well prepared to continue its development the following year.

Committee positions

All committee members must be UWS students. Your committee must have:

- A minimum of 3 committee members
- This must include a President/Convener
- Other committee positions should reflect the needs of your society

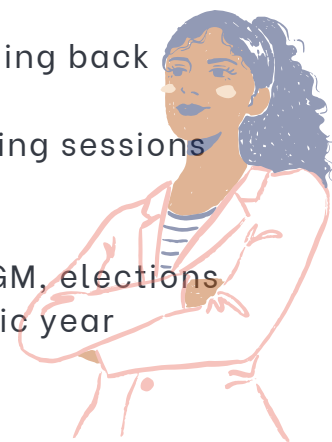
The number of committee members and the roles they have will depend on the aims and size of your society. All committee members should attend Students' Union training sessions and Societies Council meetings.

President (required)

The President is the leader of the committee. You need to provide support, advice and guidance to the other committee members throughout the academic year. This is the most challenging role on the committee. You will need to be enthusiastic, motivated and have a strong belief in the aims of the society.

Specific duties include:

- Chairing regular committee meetings
- Ensuring each committee member understands their role and meets their action points and duties
- Ensuring the society functions to the best of its ability and works towards its goals
- Maintaining regular contact with the Students' Union and feeding back information to your committee and society members
- Making sure committee members attend Students' Union training sessions and Societies Council meetings
- Develop connections with other societies
- Safeguarding the sustainability of the society, ensuring the AGM, elections and committee handover take place at the end of the academic year
- Reporting any issues or incidents to the Students' Union



Secretary

This position is the backbone of any society and ensures that things run smoothly. You will be the one who makes sure everything stays well organised and most importantly; you need to communicate what's going on to your members so they stay interested and stay involved.

Specific duties include:

- Maintaining the administration for the society, through management of the society's admin page on the Students' Union website
- Keeping the society up-to-date with all administrative forms and requirements of the Societies Union
- Making sure everyone who takes part in activities joins the society
- Regularly checking the society's membership list for new members
- Ensuring the society email account is regularly checked and sharing all relevant updates with committee and society members
- Ensure committee meeting minutes are recorded and kept for distribution to society members
- Keep society members informed with regular up-to-date communication



Treasurer

Being a treasurer isn't just about handling money, it means knowing how your finances stand at any one time; and planning accordingly. You will work closely with all other committee members to ensure that the society's aims and activities are achieved.

Specific duties include:

- Managing the finances of the society
- Authorising society expenses
- Submitting expenses forms and funding applications to the Students' Union
- Making sure students can and do pay any required membership fees or costs for society activities and merchandise
- Identify relevant sponsorship deals for the society

Equality & Diversity Officer

Every society at UWS is open to all students to join. Society committees have a responsibility to make sure they are welcoming, inclusive and are able to adapt to meet the needs of their members. As Equality & Diversity Officer, you would take the lead on ensuring this is the case. You will be making an important contribution towards helping every UWS student find somewhere they belong.

Specific duties include:

- Ensuring the committee set a positive example by acting in a welcoming and inclusive manner
- Working with other committee members to check that all events, activities and communications are accessible to all society members
- Identifying how these can be adapted to meet peoples' needs and ensure these actions are taken
- Setting members expectations for what behaviour is appropriate within your society
- Ensuring the committee and members understand the Students' Union Safe Space Policy
- Identifying and addressing any issues or conflicts within the society
- Reporting issues or conflicts to the Students' Union

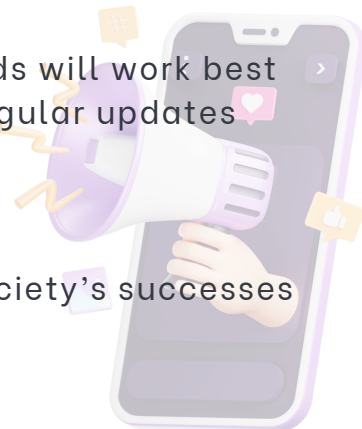


Communications/Social Media Coordinator

Every society is provided with a page on our website and an email account. These are your society's primary methods of promotion and communication. However, it's up to each society to decide what other methods they will use. Effective promotion and communication is essential for gaining members and even more important for keeping them engaged with your activities.

Specific duties include:

- Updating the society webpage with relevant information, events and activities
- Identifying with your members which communication methods will work best
- Setting up and managing society social media pages with regular updates and engaging content
- Creating promotional materials for events and activities
- Working with the Students' Union to promote these
- Gathering images, videos and stories which show off your society's successes
- Sharing these with the Students' Union
- Help students feel part of a community



Events Coordinator

When establishing the society's purpose and aims for the year, the committee will identify the events and activities they need to organise to achieve these. The Event Coordinator will then be responsible for organising the planning and delivery of these. You will identify what actions need to be taken and will work with the President to make sure everyone understands their responsibilities and work together to achieve them. This position can work as a set committee role, or alternatively, a Coordinator can be appointed for each individual event. This could provide an opportunity for non-committee members to get involved in sharing their ideas and supporting the society.

Specific duties include:

- Maintaining a positive, inclusive and proactive approach towards interacting with society members and encouraging them to participate in activities
- Establishing a calendar of events throughout the year which will help the society achieve its aims
- Planning and organising each specific event
- Regular communication with the Students' Union, university departments and sponsors to make sure the society receives all the support available to it
- Work closely with the Communications Coordinator to promote events and gather evidence and feedback to show off the society's successes
- Work with the Treasurer to plan expenses and identify any necessary fundraising activities

Your AGM and Committee Elections

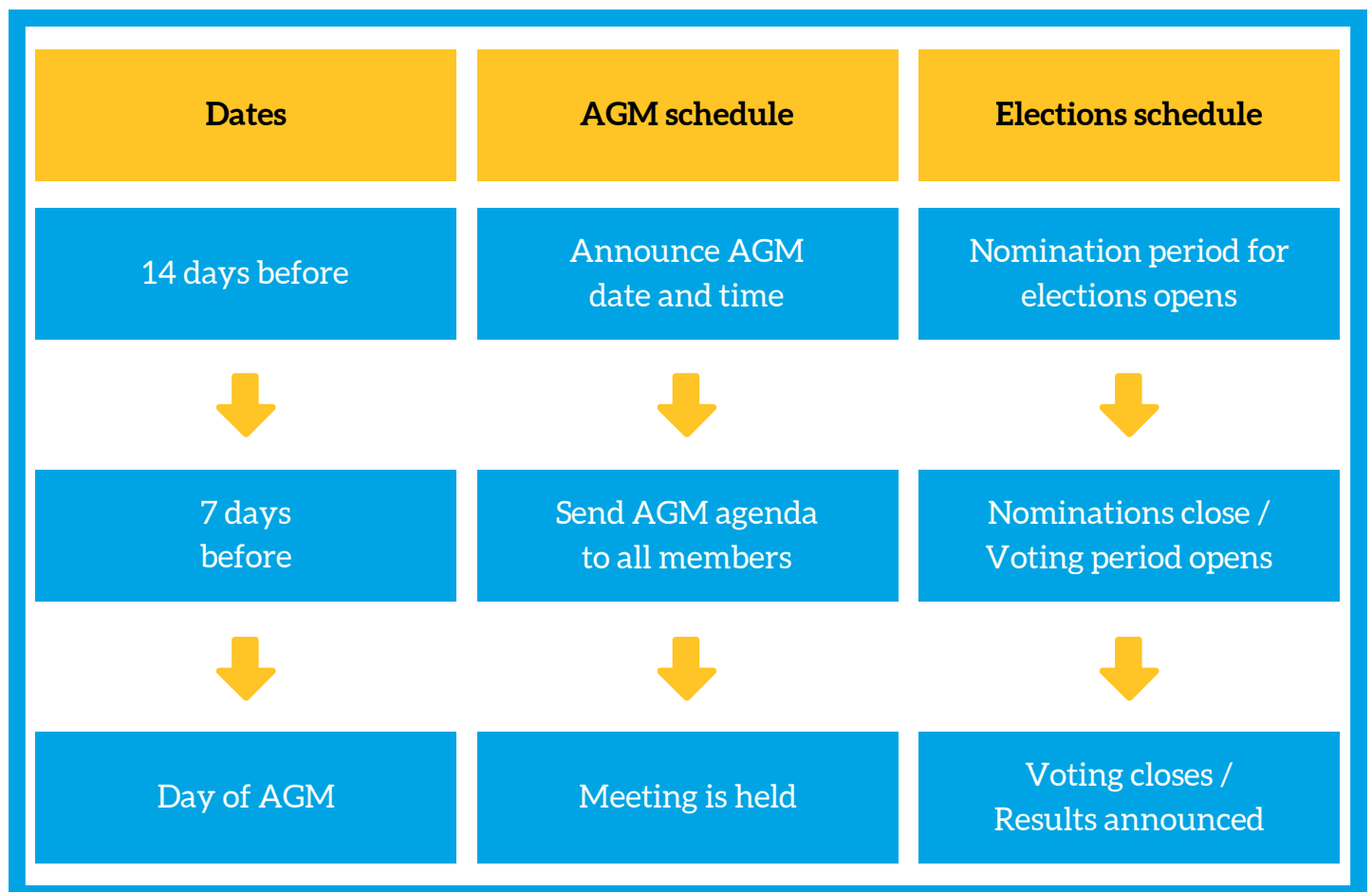
Your society needs to hold an Annual General Meeting and Committee Elections

- This should be held in April
- This will make sure that before the end of this academic year, you will be organised and ready for the new academic year

You AGM has three main purposes:

- To review the current year
 - Has your society achieved the aims set out in its Annual Action Plan?
- To provide an opportunity for all members to give their views on what the society's future aims should be
 - What will the society do next year?
- To elect your society's committee for the next academic year
 - Who will organise the society's activities for the next year?

AGM and Elections Timeline



Your AGM and Committee Elections

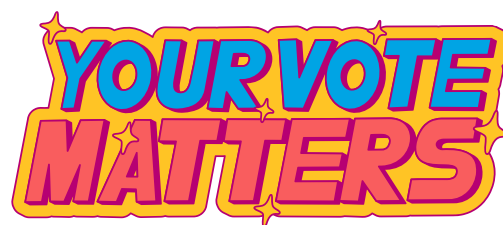
Planning your AGM and Elections

- Decide on a date to hold your AGM – you could use a poll to find a date that suits your members best
- The date of your AGM must be announced to all society members at least 14 days in advance of the meeting
 - At the same time, the nomination period will open for your Committee Elections
- The agenda for your AGM must be sent out to all society members 7 days before the meeting
 - At the same time, the nomination period for your Committee Elections will close. The 7 day voting period will then open
- You will then hold your AGM on the agreed date
 - During the meeting, there will be a final opportunity for society members to vote in your Committee Elections
 - The voting will then close
 - The results of your election, and your new Committee will be announced at the end of the AGM
 - The new committee will agree a date for their first meeting, where they will begin planning for the next Academic Year

How to organise your AGM and Elections

The Students' Union will:

- Organise and facilitate the election process
- Prepare your AGM agenda
- Host and facilitate your AGM



To enable the Students' Union to provide this support you need to:

- Make sure your society membership list is fully up to date on your webpage
- Let us know the committee positions you will be voting on
- The date and time you want to hold your AGM

Holding your AGM and Elections will help...

- Make sure you are well organised and prepared for the next academic year (this is why we hold them in April)
- The committee improve communication with members and ensure they all understand how the society works
- Encourage other society members to get involved with running the society
- The society continue to grow and develop after committee members graduate
- Your society to be fair, democratic and accessible to all students
- Improve communication with the Students' Union and make sure you receive all the training and support you need