

UOS STUDENTS UNION

COMMITTEE TRAINING

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UNDERSTANDING WHAT A COMMITTEE DOES

A committee is a group of people who run an activity. It's important that the committee represent the whole organisation and work well together. Without them, the society or club can't exist.



SIGNATORY ROLES

Signatory roles take full responsibility for the organisation. Without them, the activity couldn't exist. It only takes around 2-4 hours a week to commit to these roles.

OPTIONAL ROLES

Having a social secretary or wellbeing officer helps manage the sport in every department and offers more support to students. It only takes around 1-2 hours a week to commit to these roles.



PRESIDENT

- Is a signatory role
- Head of society/club
- Ensures SU procedures are followed
- Oversees AGM/EGM's, Meetings + Elections
- The main contact/representative between the SU and members
- Oversees all group activity and ensures all other committee members are fulfilling their duties
- Ensures reasonable conduct of all members
- Ultimately responsible for the safe return of all rented equipment belonging to or hired by the SU



SECRETARY

- Is a signatory role
- Takes minutes in meetings
- Works with the activities department to organise spaces for meetings/ training
- Keeps an updated member's database
- Key administrator for all official fixtures/events and admin
- Oversees/confirms transport arrangements, room bookings and admin
- Collaborates with all members within the society
- Organises fair and transparent processes in accordance of the constitution



TREASURER

- Is a signatory role
- Keeps current, accurate financial information of the society/club's activities
- Oversees all financial transactions
- Presents budget to the committee, general committee meetings and AGMs/EGMs
- Plays a key part in making bids for additional funding, from both UOSSU and external bodies
- Manages memberships and registration
- Acts as fundraising officer where appropriate



SOCIAL SECRETARY

- Organises appropriate regular social functions, activities and themes
- Books accessible venues, catering and entertainment as required
- Oversees and manages the social media, recruitment, advertising and communications (chats, forums, etc.)
- Organises awards, incentives and recognition
- Collaborates with other activities to provide a variety of activities
- Finds new ways to engage players and maintain attendance



WELLBEING OFFICER

- Safeguards (or allocates someone to) all events
- Acts as an Active bystander
- Ensures smooth reporting of wellbeing concerns and put signposting measures in place
- Allocates sober members at socials, and buddy systems on nights out (does not have to be someone who stays sober at every social, but can allocate and oversee safe drinking)
- This role is not a counsellor, but someone who can handle a potentially stressful situation
- Manages the general advice and support system of the society or club

CAN WE SHARE ROLES OR MAKE UP NEW ONES?

It's also important to stick to the roles you were elected as in order to ensure cooperability and transparency in all aspects of the leadership roles. This way you can hold a committee member accountable and easily handover role responsibilities. Committee roles are designed to be manageable for one person too.

If all the Key Signatory roles are filled, then you are allowed to create a new type of committee member that you believe would support your society. Email su.activities@uos.ac.uk with a description of the new role and why it would benefit your activity.

HOW ARE STUDENTS ELECTED INTO THE COMMITTEE?

New societies fill their committee before starting in their application. If a society started during the current academic year, they are allowed to run the society again for another year before they have to run in the elections.

If a society is over a year old, they must elect their committee during the SU Activities Elections. This is ran similiary to general elections and the candidates with the higest votes get elected. Only paid members can vote.

If during the year, you'd like to step down, you must fill out a committee withdrawal form (can be found on the resource library). Once filled, send to su.activities@uos.ac.uk. Then we will make this announcement at Activities Committee and the role will be up for grabs.

An Update of Committee/ Takeover of A Society form can be filed out for anyone wanting to re-activate a dissolved society or wanting to rearrange the roles of the committee (e.g. swap positions or introduce a new member). Once filled, send to su.activities@uos.ac.uk and then this will be presented to/voted upon at Activities Committee.

COMMITTEE MEETINGS

These should be formal meetings, held in a professional space. Someone should be taking minutes and ideally all committee members should be in attendance. Committee meetings should be held monthly to plan the next month and discuss the month just passed. You can use these meetings to discuss:

- Trips out
- Assign admin tasks
- Plan events
- Work on social media
- Feedback on events



BEING ON A COMMITTEE

As a committee member, you'll also be invited to send a delegate to activities committee or attend on behalf of your representation. AC is a meeting held regularly to make changes and review the Activities Department.

The Suffolk + Award is a tiered reward system and was created to recognise the hard work of our student volunteers and to help enhance their employability, both giving them a recognisable award and an opportunity to reflect on the skills they have developed throughout their volunteering. Any hours you contribute as a committee member count towards this award.

HOW SHOULD THE YEAR RUN?

SEPT- OCT

Recruit!
This is your taster
period.
Attend freshers fair
Host your first
social

NOV- DEC

Two committee
meetings
Two socials
End of year
celebration/awards

JAN - FEB

Recruit again!
Attend re-freshers fair
Host your first social
back

MAR- APR

Three committee
meetings
Three socials
Elections/By-
Elections

MAY-JULY

End of year
awards
Handover/AGM's
Committee
Training

RECRUITMENT

Societies are extremely fun, but to new members, it can be quite intimidating to join one. Therefore, think about what made you want to join and how you can ensure that all students are welcome. Here are some of our tips:

- Design flyers/posters
- Are your events accessible, and appealing to all?
- Is there any contact information for committee?
- Go to lectures, recruit friends, and encourage new members to bring someone along
- Is your social media/SU website up to date?

HOW TO KEEP MEMBERS

- Collab with other student groups to share your interests.
- Have good initial contact and then keep this momentum going.
- Don't change plans unless there is an emergency.

- Show your members you value them by learning their names
- Introduce yourself to everyone, especially if you spot a new person
- Notice when they're not around

- Make it simple and transparent what is required of members. People leave if it's more commitment than they thought
- Ask people if they're coming to an event, and get to know them



- Ask members opinions and give them a voice
- Encourage connections between members – if people make friends, they're much more likely to stay

MEMBERSHIP

Your secretary or president should take a register with student numbers, names and dates at every event. It's important to keep track of how many members you have in order to properly cater to your organisation. This helps the SU to monitor the activity's progress and allows you to keep track of who has been attending in correlation to your membership.

If you can see a regular attendee who isn't a member, it's always worth dropping them a quick email to sign up. And vice versa, if someone who is a member isn't showing up!

Any student and staff member of UOS can become a member. However, only students can run/vote for a committee member.



COMMITTEE RESOURCE

WEBSITE GUIDE

STEP ONE

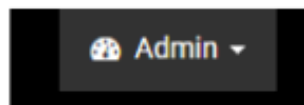


ACCESS THE WEBSITE

Go to www.uosunion.org and log in using the usual platform. If you have issues with this then you will need to contact IT, but providing your MySuffolk login works things should run smoothly!

STEP TWO

ACCESS YOUR SOCIETY ADMIN



In the top right hand corner you should see an icon that says 'admin' (as shown on the left of this text). Click on the option that says your society's name, and it will direct you to the admin tools.

STEP THREE

EDIT DETAILS



Edit Details

First thing's first; go ahead and edit your society's details. This is the logo, text and social media links for your society. We recommend listing the committee and a contact detail for people to reach out to you.

STEP FOUR

SAY HELLO TO YOUR MEMBERS!



Members

You can access your membership list on the website. Keep an up-to-date list of your members access to Facebook groups and events you may be hosting, and also send reminders about re-joining in the new academic year!

STEP FIVE

EVENTS



Events

The fun part.. your events and activities! You can update your events online, monitor interest and attendance and further promote all the great work you do.




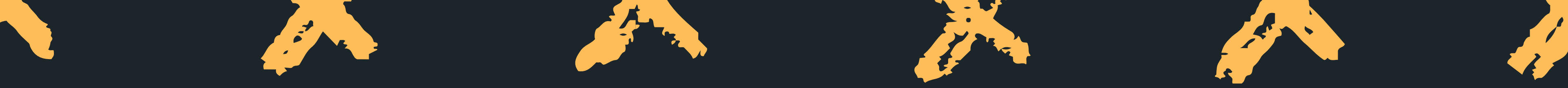
SOCIAL MEDIA

All societies are encouraged to use social media in order to engage with the students they oversee and to recruit new members.

Alongside all the benefits that this brings we need to be aware of the responsibilities that come with it, and ensure we maintain the highest level of propriety.

In social media the boundaries between professional and personal are often more blurred – so it's important to be particularly careful. Sometimes you might have to comment on controversial topics as part of your roles. When posting as a committee member, you need to be considering the members within your society and what your position on something is. If in doubt, review and ask for advice.






When posting as a society, you are not posting as yourself but as a representative of the organisation.

This is important to keep in mind because anything you post affects the SU. Please be mindful that anything you post can be viewed by anyone and if anything posted is deemed to be inappropriate then there will be repercussions in line with the union or university's policies.

Have a think about what your brand is and how you'd like to be remembered or talked about.





1. Know your audience. Think about who you are trying to reach and target your posts towards them specifically.
2. Choose your platform. Don't wait for the audience to come to you, go to them. Running one channel well is better than running 5 channels poorly. Consistency makes your visual identity stronger and helps to build trust. Great social content is easily understood.
3. Create your content. As a society or club, you are not a brand trying to sell products or services. Your storytelling will be focused on promoting your aims, events and services.
4. Images and videos are much more engaging than text so try and use one on every single post and make sure the most vital information is on the image and is obvious.



MEDIA TIPS

5. Encourage commenting and sharing, ask questions, create incentives to share, run polls and make sure your post is open and inviting for audience response, e.g. instead of 'Freshers is on its way!' say 'what are you looking forward to the most this Freshers?' Time these posts in line with current events, e.g. national holidays or results day!

6. Think about yourself too, how do you wish to be contacted? If you allow group chats or DM, then consider how this may affect you and that you are able to turn off notifications if need be and protect your own privacy.

7. Don't be afraid to get creative and try things that aren't already being done or to bring your suggestions and ideas. Social media is changing all the time and the content people are consuming evolves constantly.

Maintain an Instagram page/ Facebook page. Keep up to date. Keep all of your social media consistent and try to follow a theme. Share the links with us.

Post regular and engaging content. Try running polls, competitions or asking for student submissions. Tag the SU in as much as possible!



MEDIA TIPS

Make passwords easily accessible and make your whole committee admins to ensure an easy handover. If your whole committee is leaving it is your responsibility to tell us the login details so we can keep them for future committee members

Try to avoid groups, use pages people can 'like' as they get more attention and are less commitment for new members.



MEDIA TIPS

I've set up group emails to reach the whole committee.

Make a group in which to communicate (recommend whatsapp or Teams) so you can document meetings and assign tasks.

Set boundaries to avoid conflict

KEEPING SAFE: ONLINE ETIQUETTE

Dignity and Respect Online: The University of Suffolk has a zero-tolerance policy towards any form of bullying and harassment. This policy extends to bullying and harassment encountered through digital technology and expect staff and students to employ high standards of dignity and respect to others both online and in person.

GDPR:

It stands for the General Data Protection Regulation.

The new legislation came into effect in May 2018, so you need to be aware of how to use any data. It outlines how data can be stored and used, to give control back to citizens and residents over how their personal data is used.

This means you are only allowed to use people's data for the exact reason they gave it to you. For example, if people have signed up for your sport, you are only permitted to email them about your related activities. You can't use their data to try to sell them things etc, as they have not consented to their data being used in this way.

You need to think about:

- Why are you collecting the data
- How are you collecting the data
- What the data will be used for
- How it will be stored and destroyed



EVENT PLANNING



FINANCE

TIMETABLING



MANAGEMENT

CONTENT



LOCATION

PROMOTION



FINANCE



- Does your event cost?
- Have you assigned a budget to your event?
- Do you have a contingency budget in case of over expenditure?
- Will it be ticketed?

MANAGEMENT



- How many people are you expecting to attend?
- Have you filled out a risk assessment?
- Do you need to fill out an event form/guest speaker form? (For events with over 15 people or external speakers).

LOCATION



- Where will you host this event? Do you need a room booking?
- Is the location suitable for your type of event? E.g. a Ball in a Hall rather than a lecture room.
- How is the accessibility and inclusivity of your chosen location?
- What facilities are provided at the location? E.g. PA equipment, bars, staff?
- Will weather be a risk?

TIMETABLING



- Are you aware of any event/timetabling clashes with your proposed date?
- Is it a suitable time of year for students? E.g. deadline dates, student loan instalment date.
- Will people be more available in the morning, day or evening?
- Weekend or a Weekday?
- Will your entertainment programme fit into your event times?
- Have you accounted for delays in your event?
- Contingency plan for postponing the date?

CONTENT



- What is the key message about your event?
- Who are you trying to attract?
- Who's your target audience?
- E.g. members of your Society/Club, all students, the public, certain demographics, mature students, international etc.

PROMOTION



- What platforms will you promote the event on?
- Do you need tickets, posters, ect?
- Have you set up an event on the Website and Facebook?
- Where will you target your promotional material? Waterfront building, Atrium, Library, etc?
- Activities canva account

EVENTS, SOCIALS AND HEALTH AND SAFETY RESPONSIBILITIES

- Ensure a risk assessment has been submitted before your event - this is a requirement of our public liability insurance
- Ensure the information from your risk assessment is delivered at the event or activity
- Complete an external speaker form if this applies
- Complete 'accident and incident' forms if necessary
- Help make all events inclusive and accessible
- Initiations are not allowed - never put any pressure on anyone to do something they might not want to do, even if you say it's optional they could feel left out if they then didn't do something.
- Do not force, or put pressure on others to drink, or drink to excess - don't use imagery that may promote excessive drinking to advertise events.
- Avoid events that could be deemed as cultural appropriation or could cause offence, be careful when dressing up e.g. dressing up as a particular demographic e.g. social class, race, religion etc.
- Food hygiene - think about ingredients list and publishing this. You should have a level 2 food hygiene certificate, just get one on google usually between £10-£20 and you can claim this back via an expense form.



Going on a trip/planning a big event or got a guest speaker?

Fill out an event form from the resources page.

Check that you've:

- Got a First Aid Kit
- Got an itinerary and explained to attendees
- Got an emergency procedure known amongst group
- Got a map/book/guide/directions if external
- Got suitable equipment
- Told participants to wear appropriate clothing if necessary

If the event is away:

Behave sensibly + obey local law. Don't openly display valuables. Ask permission/be considerate when taking photos/videos. Provide an option for non-alcoholic activity. Abide by risk management measure in Risk assessment. Remember you're representing the SU, it's polices and you must abide by the code of conduct.

RISK ASSESSMENTS + ACCIDENT FORMS



When hosting a social/event, you must fill out a risk assessment and send it to su.activities@uos.ac.uk at least two weeks before. You can find it on the resource library at the uosunion.org website. You only need one risk assessment per type of event, this can cover the whole year. You must also fill out an accident form if someone gets hurt and send it to the SU asap.

RISK ASSESSMENTS

- Risk assessments must be done for every face to face event and activity
- A risk assessment is created by identifying various hazards that may occur at your event and detailing how you will reduce their risk
- A hazard is a potentially dangerous occurrence; it's risk is how likely this hazard may happen
- You must have someone sober on every drinking social
- Relevant hazard identified - detailed assessment of the risk and how risk can be reduced - specific to your event

Area or Activity	Hazards	People at Risk	Control Measures in Place	Risk Rating	Control Measures Required	Action by Whom & When
Music	Excessive volume	-Attendees at the event -Members of venue staff - Public who are close to the venue	Ensure music is kept to an appropriate level Test the volume at different locations around the venue Take complaints seriously and adjust volume if needed		Committee members to continually monitor and escalate to venue staff if required	

WHAT HAPPENS IF THINGS GO WRONG

Hopefully every eventuality will have been thought about in the risk assessment, however here are some contact if you do need help:

SU office 9-5

Security on campus 01473 338999

Find out emergency contact if in an external venue

Serious emergencies off campus call 999 and then report to the SU

FINANCE

<https://www.uosunion.org/societies/societiestraining/finance/>

- Treasurers will be able to oversee and request a report of all income/expenditure. They are the only ones who handle the money.
- Set a smaller budget for each event / purchase and spread the costs out.
- Societies/clubs can never open their own bank accounts/ agree to sponsorships and/or contracts without them being agreed to by the SU staff first.
- You must not promise reimbursement to any organisation members or external recipients before confirmation from the SU first. If you do, you could be liable to cover the cost yourself
- Keep all receipts!

FINANCE CONTINUED

Two methods of spending: reimbursement forms and budget request form

If you're spending your own money on behalf of the society or club, you should clear the expenditure with the SU first, otherwise we can't guarantee reimbursement. Get receipts, pay via invoices, BACS transfer proof.

The SU finance department is cashless and we recommend your society is too. Cash should only be collected in exceptional circumstances.

What is SU Governance?

As the SU is a democratic organisation, we need to make sure we do things by the book.

This includes giving members the opportunity to vote in who leads them, having societies run AGM's and providing a Committee for all those involved to pass motions.

We also have a set of Activities Bye-Laws that can be found under 'Your Voice, Bye-Laws, on the website with a full breakdown of our governance. These are currently under review.

CONFLICT

Conflict, even between friends, is unavoidable sometimes. However, we take every situation into consideration and want to make sure you are supported and the conflict is resolved. So here's what to do:

1. Reach out to the individual for in-society/club mediation on a 1-2-1 basis or with the Wellbeing Officer if this applies. Stick to the facts and take minutes.
2. If you still feel that no positive changes has been made to improve the situation then you should call informal meeting with the Student Activities Manager
3. If any issue within a society/club involved bullying or harassment of any kind, then you need to follow the university's procedures for student complaints.

SAFEGUARDING

Safeguarding is everyone's responsibility. This might be because it is part of your job, in a professional capacity, as well as a civic responsibility through your every-day care and concern for family, friends or others you connect with in your personal life.

Duty of care does not require any specialist knowledge, it essentially assumes that every person has the capacity and knowledge on how to treat others with dignity and respect and to promote health, safety and wellbeing.

Indicators and signs that someone may be at risk of abuse: characterised by a change in behaviour, appearance or presentation.

You will find principles of duty of care and expectations on behaviour throughout organisational policies such as: dignity at study policy, student charter



APPROACHING CONVERSATIONS

We may be mindful of:

- Professional boundaries
- Where we have an enhanced duty of care
- Where we may need to develop our own knowledge and understanding
- Diagnosed or underlying disability, health or mental health condition
- Factors within personal life (risk or protective factors)
- Presence and/or signs of abuse, coercion or control
- Historic experiences of abuse or trauma

REPORTING

- If you think someone is in immediate danger, please contact the emergency services by telephoning 999.
- If you are concerned that someone is at risk or experiencing abuse there may be a few ways you can raise your concern, for example:
 - Talking to a designated Safeguarding Officer in the organisation you work in
 - Contacting the local authority safeguarding teams for children or adults.

To make a referral email: safeguarding@uos.ac.uk or telephone 01473 338400 and select 'safeguarding'.

If your concerns are immediate call 999 for the Police or Ambulance services. If the situation is on campus the Security team will assist with summoning emergency services. Campus Security: 01473 338999

WELLBEING

Check in on your members
Consider the mental/physical signs
Use your wellbeing officer

University Support

- Signpost students to Mental Health Advisers and or counselling services.
- Signpost to Student life adviser for practical advice to navigate University policies or for peer mentoring support.
- SilverCloud wellbeing programmes e.g. Space from Stress, Space for sleep, Space for mindfulness or Space for resilience.

External Support

- Listening services, such as Samaritans or Text SHOUT
- Stay Alive app
- GP
- Wellbeing Suffolk
- Suffolk Mind
- NHS Mental Health Services – Access and Assessment team
- Present at hospital
- Emergency services (999, if on campus contact Security)

<https://www.uosunion.org/advice/wellbeing>



Equality, Diversity, Inclusion

Being equal and diverse is everyone's responsibility

There are groups of students that may face barriers that prevent them from getting involved in clubs and societies.

People in these groups are more likely to face discrimination, harassment or hate crime. BAME, LGBTQ+, Women and non-binary, mature students, students with caring responsibilities, international students, students with disabilities, part-time students, postgraduates.

Equality Act 2010 was implemented in the UK and it prohibits discrimination because of a protected characteristic. There are 9 protected characteristics: age and age group, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

It is direct discrimination to treat another person or group of people less favourable in a situation because of a protected characteristic. It is indirect discrimination to disadvantage a person or group perhaps via certain policies or rules

Challenge your own thinking and take responsibility in educating yourself.



Equality, Diversity, Inclusion

Examples:

Misgendering

This is when a person is described by gender pronouns or terms they do not identify with.

Avoid making assumptions about someone's gender identity. Someone's gender identity might not always match their appearance. Gender pronouns are used to show how a person identifies their gender.

Things to remember - if you see someone being targeted, speak up and step in.

- mistakenly misgendering someone doesn't make you an awful person, say sorry and thank them for correcting you. Don't make them feel like the burden.
- don't ask intrusive questions

Racism

Racism takes many shapes - it's evolved from what we used to view as simply overt and obvious comments.

It's societal, institutional, environmental

For example, saying you don't see colour doesn't help the problem - it's part of the issue. You may think it seems like a good thing but it allows people to ignore uncomfortable situations and racial issues.

Microaggressions - comments or actions that subtly, unconsciously or unintentionally express a prejudiced attitude toward a member of a marginalised group. For example, crossing over the road to avoid someone from a different ethnicity, offering more support or help to white students, talking over people with lived experiences of the issue.

Things to remember - challenge subtle forms of racism if you witness it. Listen to people with lived experience and avoid talking over them.

Things to remember

Always create an accessible and inclusive environment

Be an open and active listener

Use the terminology that the person you are addressing asks you to use

Let people know they can talk to you if they feel uncomfortable

make it clear that bullying and harassment of any kind is

unacceptable

Recognise your own privilege.

Remember hate crime is a crime

Any crime can be prosecuted as a hate crime if the offender has either:
demonstrated hostility based on race, religion, disability, sexual orientation
or transgender identity

Or

been motivated by hostility based on race, religion, disability, sexual
orientation or transgender identity

Uni equality and diversity policy.

Harassment may take many forms. For instance, it may be in the form of unwanted remarks, inappropriate jokes or ridicule, unwelcome physical contact, shunning or segregation; it may be an isolated incident or a series of incidents. Complaints about harassment can be pursued through the University of Suffolk Dignity At Study Policy (students) or through the Dignity and Respect at Work Policy (staff). When the University considers it appropriate to do so, alleged harassers may be the subject of the relevant University of Suffolk Disciplinary Procedures.

Equality, Diversity and Inclusion Committee - we want to hear from you!

We're setting up a new Equality, Diversity and Inclusion Committee that will aim to campaign on issues that affect underrepresented students at UOS. Volunteering your time on this committee will help you develop skills such as leadership and project management, and will be a chance to improve the student experience.

If you'd like to be involved in this work, and identify as belonging to any of the groups below, drop su.democracy@uos.ac.uk an email to express your interest:

- Black, Asian, Minority Ethnic (BAME)
- LGBTQ+
- Women
- Mature
- Students with Disabilities
- Students with Caring Responsibilities
- Studying part-time
- Postgraduate

AGM's

An AGM (annual general meeting) is a yearly meeting to discuss changes and so information can be distributed to committee members of clubs and societies and the general student body. All members are expected to attend and it is mandatory for societies to host one. This is how the meeting goes:

1. Apologies for absence from any key signatory members
2. The minutes (recorded notes) of the previous AGM are reviewed
3. Reports from each committee member reflecting on the year and their work (how the society/sport's committee, budget and events have functioned throughout the academic year).
4. Committee Election Update. New committee will be announced for any unaware members. The outgoing committee are to chair this

5. Constitution Discussion (Optional, if there are changes to be made, amendments will be voted upon). If no constitution exists, one must be made during this meeting.

6. Discussion of the society/club's year since last AGM. Open discussion of good and bad points felt by the group for the year; what can be improved and how it can be improved.

7. Complete Development Plan. In preparation for next year's operation of the activity, complete a Development Plan again, which will detail aims and events planned for the next academic year and compares progress from the previous (if relevant).

8. Development plan, Constitution agreed upon, New committee to sign any other relevant documents, Expenditure for the entire year is signed off (no further payments to be made until the next academic year).

8 Any other business

An AGM should be held after the elections but before the end of the society year (31st July).

Make sure that you:

- Choose a time, day and venue which is suitable for members and is accessible to members
- Publicise the AGM well in advance to your members and ensure they all have the agenda (an outline of the items which will be covered during the meeting)
- Send out agenda and resources to members beforehand
- Let the Activities department know when you're holding the AGM, if you need any support (with forms, running the event or questions) and assign someone to take minutes. These will need to be sent to the activities department after the meeting

Constitution

Outlines the principles, procedures and aims your society will follow throughout the academic year. This ensures your society outlines and upholds the good practice which is expected from members at all times. All societies must adopt one and revise their constitution at each AGM.

ACTIVITIES COMMITTEE

The Activities Committee serves to develop the wide variety of societies/clubs across campus. It's made up of all signatory roles for each student activity and it is mandatory to send one signatory delegate to each meeting.

On the event where no signatories can attend, they must then delegate another committee to take their place, and state this in writing, with the circumstances fully explained to the activities department, this will be recorded as an absence.

Members of a society/sport, who do not hold signatory status, can attend Activities Committee if they've submitted a motion, or to witness the council, however, they will not hold any voting status

WHAT NOW?

- Keep in contact with us – especially if you have any issues, we can help!
- Provide equal opportunities and ensure your society is a safe space for all
- Treat resources and properties with respect
- Don't spend money that your club does not have
- Don't sign anything e.g. contracts, sponsorship without talking to us
- Let us know when resources are low, (first aid, equipment, etc)
- Adhere to our policies and procedures, e.g. risk assessments, guest speakers
- We have tried to give you as many tools as possible to be a committee member, training, resources etc. it is down to you as a committee to follow these and that liability lies with you.

RESOURCES



CONTACT ABOUT ANYTHING

su.activities@uos.ac.uk

j.backhouse@uos.ac.uk



ALL RESOURCES ON WEBSITE

www.uosunion.org



HAVE FUN!

It's your student experience, make
the most out of it