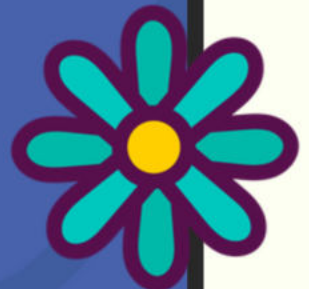




COMMITTEE TRAINING 25/26

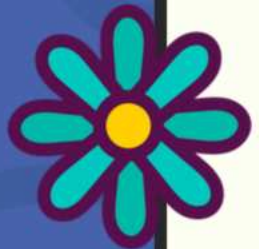
COMMUNICATIONS, MEMBERSHIPS AND DOCUMENTS



PATHWAY

CONTENT OVERVIEW

- **WHAT IS THE SKILLS YOU ARE DEVELOPING**
- **AFFILIATION DOCUMENT**
- **MEMBERSHIP**
- **RISK ASSESSMENT**
- **COMMUNICATION FACILITATION**
- **ADMIN/DOCUMENTATION**
- **MEETING NOTES**





01.

What are the skills you are developing



(WHY AM I HERE?)



02.

SECRETARIAL SKILLS



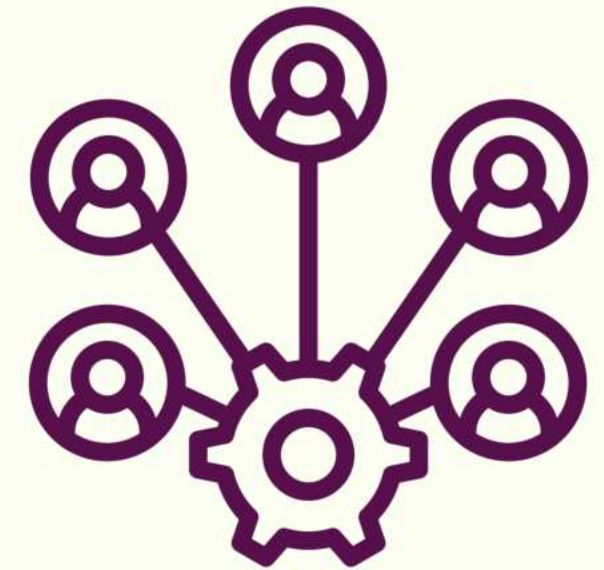
**COMMUNI
CATION**



**DOCUMEN
TATION**



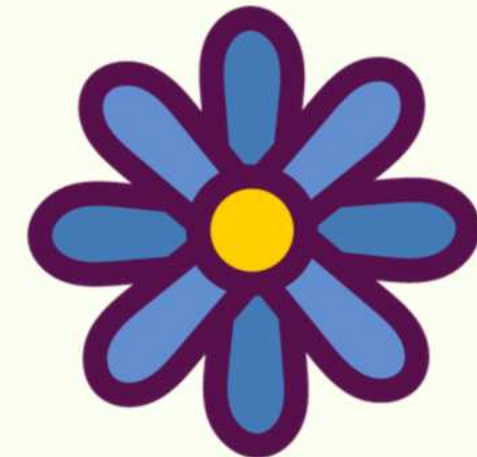
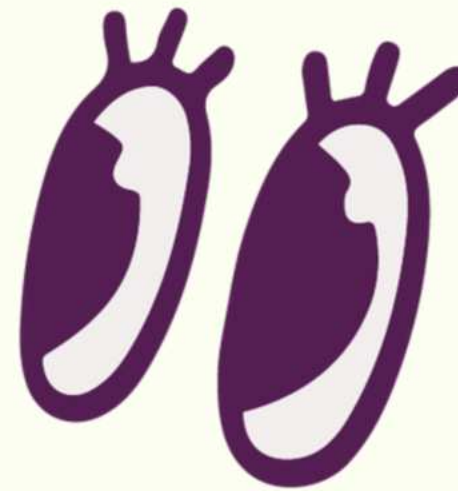
**CUSTOMER
SERVICE**



**ORGANISA
TIONAL**

ROLE DESCRIPTION

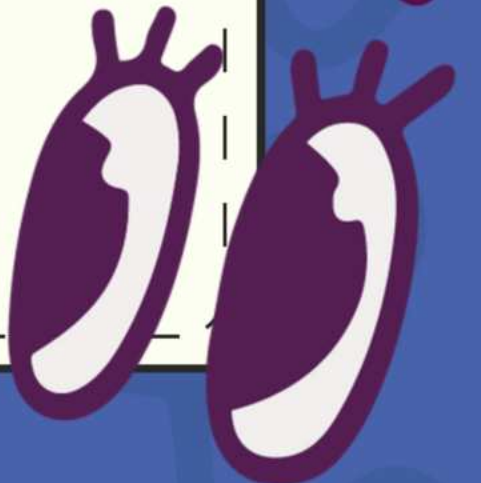
Societies also have a secretary role to help with administration tasks and communications. The role often requires being up to date with all SU and university policies as well as take on publicity where there is not a specified role for it within the society.





RESPONSIBILITIES AND EXPECTATIONS:

- Attend society meetings both internally and externally to take minutes and keep track of discussions.
- Maintain accurate records and documentation of society activities.
- Professionally respond to student group emails as well as SU/university/external body communications.
- Ensure room booking requests are submitted timely and in line with the guidance.
- Ensure all applications, sign ups or bookings are submitted on time .e.g. competition entry.
- Keep an accurate record of memberships.
- Help to coordinate recruitment.



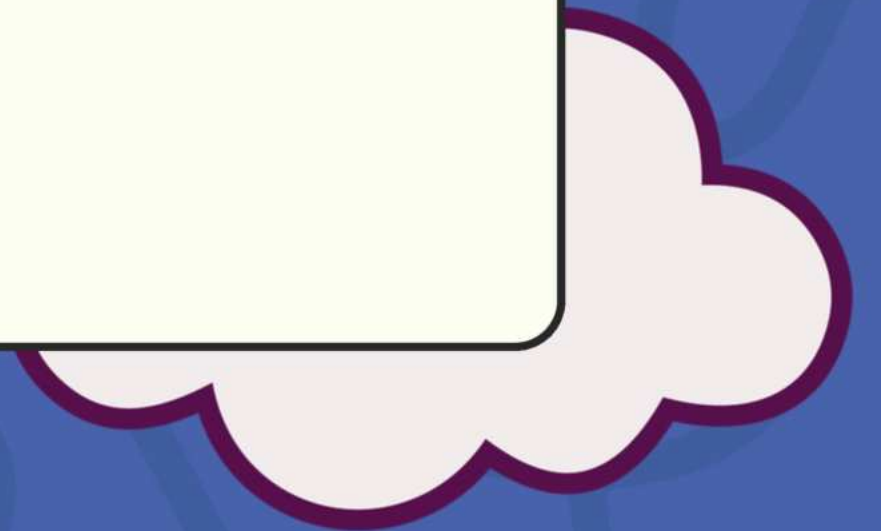


AFFILIATION DOCUMENT

01.



**WHY DOES MY STUDENT
GROUP NEED TO FILL IN
AFFILIATION
DOCUMENTS?**



AFFILIATION DOCUMENT

02.

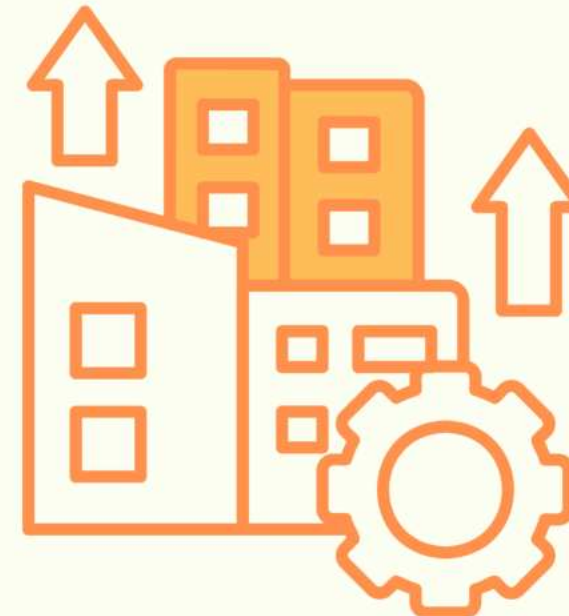
Every Student Group, that plans to affiliate to the Students' Union for the 2025/2026 academic year, is required to fill in their affiliation documents to ensure that they are covered by the Students' Union's insurance and to set out their goals and objectives for the year ahead.



CONSTITUTION



**MASTER RISK
ASSESSMENT**



**COMMUNITY *
DEVELOPMENT
CONFIRMATION
FORM**



**COMMITTEE *
HANDOVER**



02.

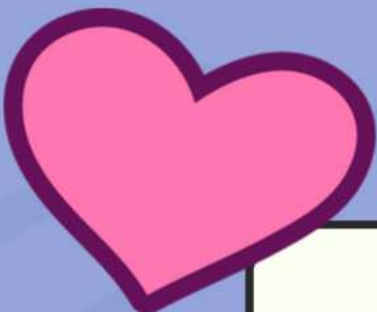
COMMUNITY DEVELOPMENT CONFIRMATION FORM

This form is to confirm who within your committee will be the community development coordinator in line with the following description:

-The coordinator takes on the responsibility of organising and running their student groups community development. They create 1-3 aims that their student group will work towards throughout the year, depending on what they may already be working on or wanting to work on. There is no level of commitment expected, however engagement is still expected with checkpoints throughout the year and an end of year report showing evidence of your achievements.

The coordinator is a compulsory role and should be a member of the student groups committee in addition to their normal responsibilities.

It is suggested to be the responsibility of your wellbeing and inclusion ambassador, however if there is an alternative member of the committee who is more passionate about the topic and is happy with taking on the role, they too can be selected. It can also be added as an additional committee position.



02.

COMMUNITY DEVELOPMENT CONFIRMATION FORM

Please fill in the following information as part of your affiliation process by the required deadlines

STUDENT GROUP NAME:

COMMUNITY DEVELOPMENT COORDINATOR
NAME:

COMMUNITY DEVELOPMENT COORDINATOR
STUDENT EMAIL:

WAYS I AIM TO WORK ON THIS GOAL ARE:



02.

COMMITTEE HANDOVER

This Committee Handover Document is meant to help guide student groups through their handover process between committees.

This is not just for the president; this document needs to be completed by all committee roles and needs both outgoing and incoming committee members to contribute.

“Outgoing Committee” refers to committee members who have just finished their roles from this academic year.

“Incoming Committee” refers to those who will be starting their committee role for the next academic year.

Please complete all sections of this document to the best of your ability.

AFFILIATION DOCUMENT

02.

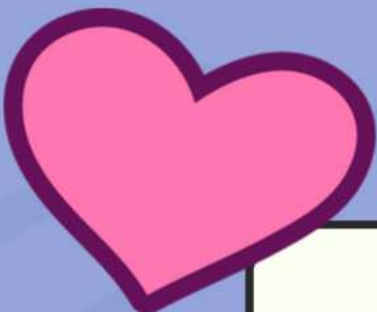
COMMITTEE HANDOVER

Committee Role	Outgoing Committee	Incoming Committee
	Beyond the role description, what other considerations or responsibilities are there for your role?	What would you like to do this year to further expand on this?

Student Group Inventory

Please leave a note for your current equipment and stock below, with information on where it is stored and what new inventory you are planning to add. It is best practice to keep accurate records throughout the year.

We need this information for insurance purposes, should your equipment be damaged or stolen.



02.

AFFILIATION DOCUMENT



COMMITTEE HANDOVER

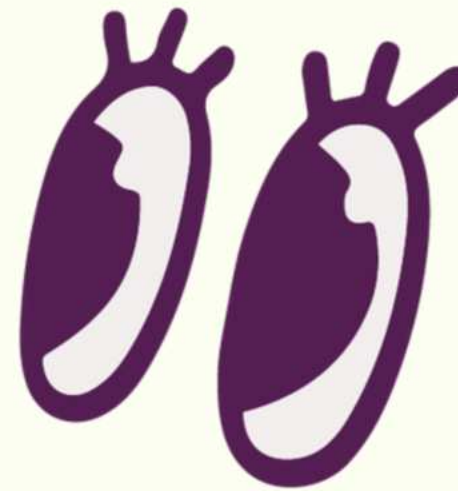
Events and Activities			
Activities and events completed in the 2024/25 year.	Outgoing Committee: Was this activity successful?	Outgoing Committee: If not, what would you have done differently? If yes then how could the next committee expand on it?	Incoming Committee: Would this be something the new committee could continue and how could you develop it?



MEMBERSHIP

Setting up:

To add additional memberships to your student group or to change the price of existing ones, you must first update the information in your constitution and email this over to the Activities Team to be approved and created. Once set up, memberships can be purchased via your student groups web page








MEMBERSHIP FEE

We recommend that all Student Groups charge at least £3 for memberships. This helps your Student Group to run sustainably and to cover event expenses. If you are a Team Leicester club, this may be higher as we understand some sports can cost a lot more.


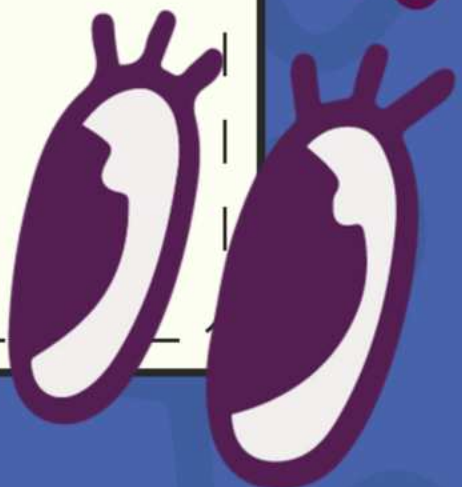
Please note: Memberships can only be bought through your Student Group's page on the SU website. Memberships taken directly via the Student Group, by a form will not be recognised by the Students' Union and strictly not allowed.

Membership Transparency - If you are charging for membership, it's crucial that your Student Group is transparent about what a member will gain as part of your society. This could be listed on your Student Group's webpage.





MEMBERSHIP - KEY NOTES



- Unless specified or Lifetime Membership, standard and associate membership will commence on 1st September 2025 and expire on 1st June 2026 only.
 - All committee members are required to buy their membership for 25/26
 - Any changes on the membership will only be allowed after Freshers in October
 - Memberships can only be purchased through www.leicesterunion.com. Memberships purchased outside of this will not be recognised by the Students' Union.
 - Membership sales will be taken off by the Activities team during the main election period and first by-elections for the 26/27 committee elections. Details will refer to the further election guidance.
- 
- 



MEMBERSHIP - KEY NOTES

Membership Responsibilities

All SG members must:

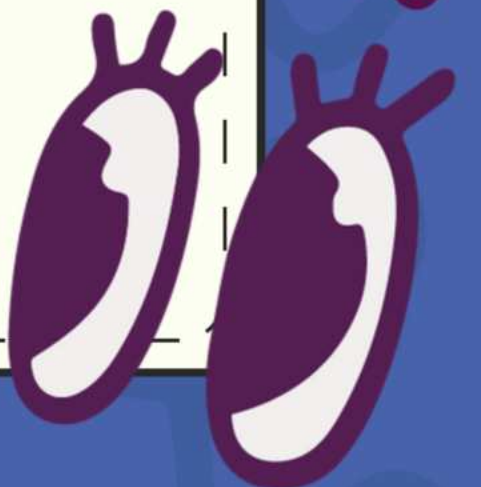
- Adhere to UoL and ULSU's governing documents, including but not limited to the Senate Regulations, Constitutions, Conduct Matrix and Policies. Failure to abide by these documents could result in disciplinary action.
 - Endeavour to retain a copy of their proof of purchase for Student Group Membership.
- 
- 



MEMBERSHIP - KEY NOTES

Revoking Membership


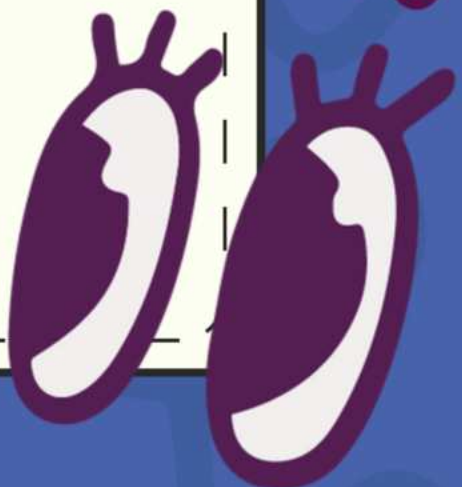
- Student and Associate members can apply for a refund within 21 days of purchase by emailing unionactivities@le.ac.uk and stating why they are requesting a refund. All requests after this point are reviewed and granted at the discretion of the Societies Council, the SG may be contacted to determine if the member attended any activities related to the SG.
- SG membership can be revoked as a result of the Students' Union Conduct Matrix






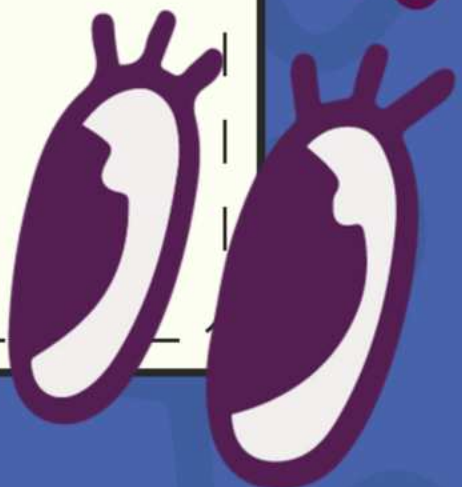
MEMBERSHIP - KEY NOTES

Standard Members of a SG may:

- Attend all meetings and activities hosted by the SG.
 - Vote in all Annual General, Emergency General and General Meetings.
 - Stand for election to and hold positions on the SG Committee providing they meet eligibility criteria
 - Attend Committee meetings to discuss or raise specific points but not participate in Committee votes.
 - Come to the Activities & Volunteering Department with any issues regarding the SG Committee.
 - Raise a Vote of No Confidence against a Committee Member.
- 
- 

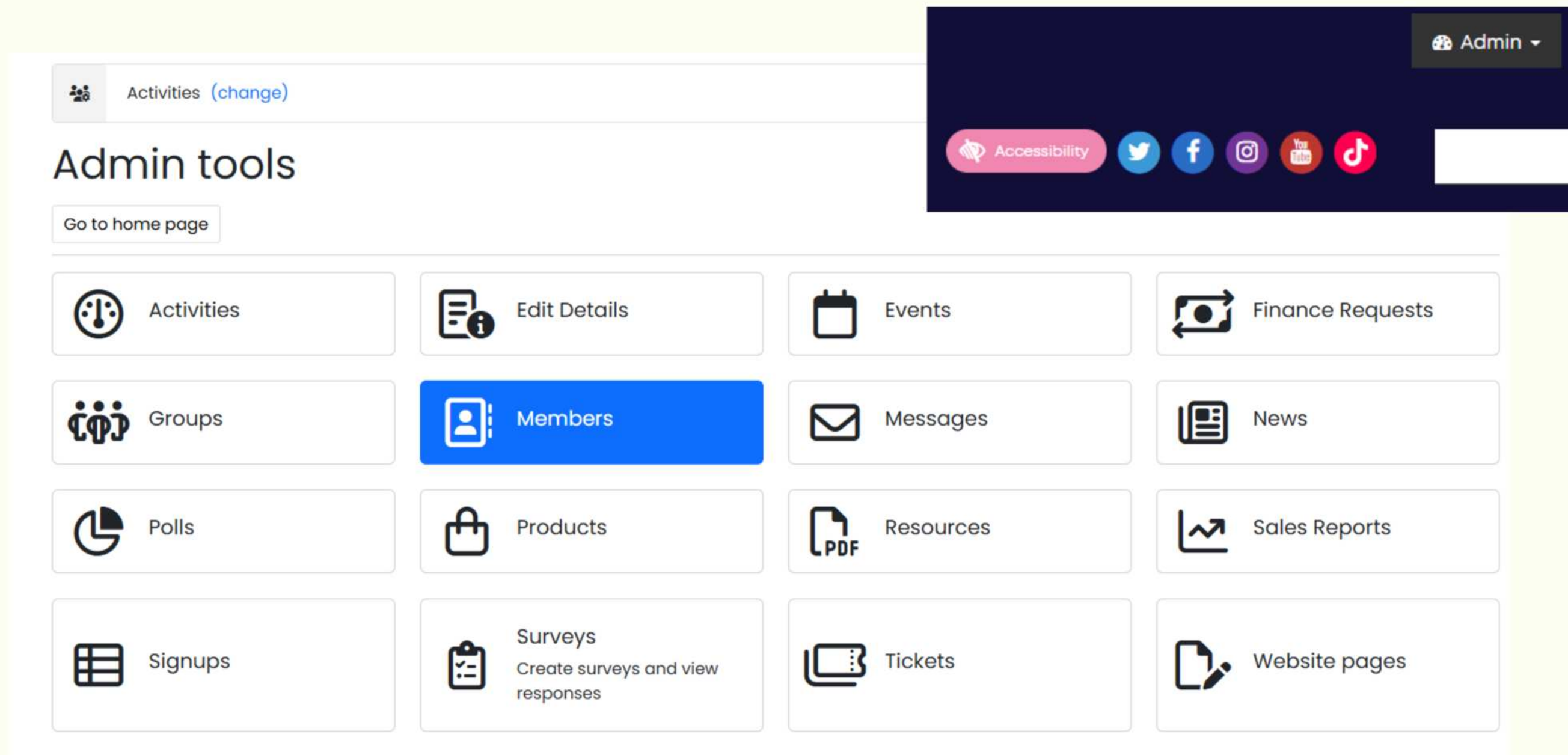


MEMBERSHIP - KEY NOTES

- Request a membership refund within 21 days purchase by emailing unionactivities@leicester.ac.uk . All requests made after this point are reviewed and granted at the discretion of the Societies Council, the SG may be contacted to determine if the member attended any activities related to the SG.
 - Request a refund for SG-related merchandise for a valid reason agreed by the committee. Should an appeal be needed, this will be at the discretion of the Activities Department, and the SG may be contacted to determine if they are willing to give a refund.
 - Request a refund for an SG-related event before the event has taken place. For any requests after the event has taken place, this will be at the discretion of the Activities Department and the SG may be contacted to determine if they are willing to give a refund.
- 
- 

02.

HOW TO MANAGE MEMBERS



The screenshot displays the 'Admin tools' dashboard. At the top, there's a navigation bar with 'Activities (change)' and a 'Go to home page' button. Below this, a grid of 16 tool buttons is shown. The 'Members' button is highlighted in blue. To the right of the main grid, a dark blue sidebar contains an 'Admin' dropdown, an 'Accessibility' button, and social media icons for Twitter, Facebook, Instagram, YouTube, and TikTok.

Activities (change)

Admin tools

Go to home page

Activities	Edit Details	Events	Finance Requests
Groups	Members	Messages	News
Polls	Products	Resources	Sales Reports
Signups	Surveys Create surveys and view responses	Tickets	Website pages

Admin

Accessibility

Twitter Facebook Instagram YouTube TikTok

02.

HOW TO CONTACT MEMBERS



Messages

Messaging

[Send email](#)[My Message Centre](#)

Activities

Send Email

From

[Activities](#) <unionactivities@le.ac.uk>

02.

DISTRIBUTION EMAIL

All student groups will be given a distribution email, which will include all the university email addresses. Unless there is a particular reason, the distribution email will remain the same and be used by different committees of the same student group each year.

This is primarily for the SU and students to contact your committee as the first point of contact.

The distribution email only works for all committee members to receive emails, as it is not a valid email address but serves to facilitate communication with various committees each year.



You will not be able to use this email address to send an email unless you are contacting a member or people signed up for your event via the website



CONSTITUTION

The Constitution is the core governance document for all Student Groups that wish to be affiliated with the Students' Union. It outlines your Student Group's aims and objectives alongside all committee roles, responsibilities and the annual declaration. Check out the form [here](#).

Please Note: The Constitution is a static document that remains with a Student Group for an academic year. It can only be edited if an Annual General Meeting (AGM) is called or a poll via SU Website where your members votes on changes to the constitution. Only exempt applies to membership fee with maximum 3 time throughout the year with all members being informed.



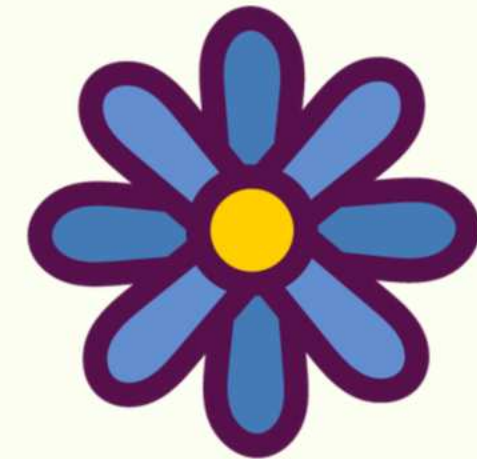
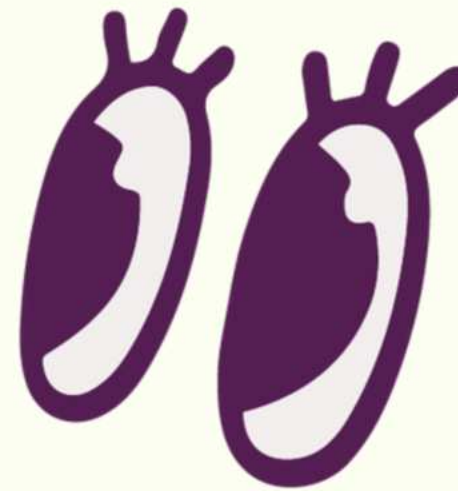
02.

HOW TO COMPLETE

- 1) The Student Group Constitution should be distributed to everyone on the committee to ensure that they are informed of its contents**
- 2) Work through the document and fill in all areas highlighted in yellow to ensure that the Constitution is unique to your Student Group. Deciding Aims and Objectives Aims and Objectives are used to inform development meetings and give your group direction for the year. The easiest way to split up your Student Group Aims and Objectives is that your Aims are what you want to achieve and your Objectives are how you will achieve them. All members are required to completed their objectives and how they would be completing them!**

You should make sure that your Aims and Objectives are SMART

3. STUDENT GROUP DECLARA TION



The signatures for your Student Group Committee members signify that your Committee Members agree to the constitution and declaration. Signatures must be inserted digitally into the document.

Scanned documents and hard copies (paper forms) will not be accepted. To do this, you will need your committee members to send you a picture of their signature (make sure that they have read the constitution beforehand!) to insert into the document.

Alternatively, they can use the 'draw' function on Microsoft Word to digitally write their signature.




Please note: A constitution with missing or typed signatures will be returned to your student group and marked as incomplete/missing until it is returned with full signatures.



RISK ASSESSMENT

The Master Risk Assessment (MRA) safeguards your Student Group by ensuring that your activities are covered by our insurance. There are two different MRA templates depending if you are a Team Leicester, Sports or Performance group.

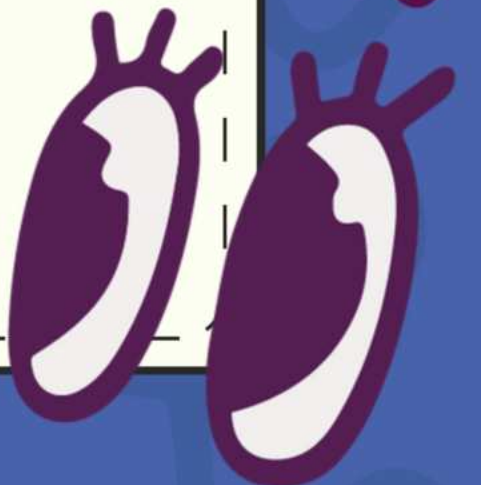
Please Note: This year, instead of 5, the MRA is asking for a minimum of 3 different risks (hazards) identified for a minimum of 2 different activity types (tabs) for your regular and low risk activities, but please note that larger or high-risk events will be expected to have more hazards identified. We will refer your assessment for re-submission if the assessment is deemed insufficient





RISK ASSESSMENT

The successful completion and submission of the Student Group Master Risk Assessment (MRA) is mandatory to be affiliated with the University of Leicester Students' Union. As an elected committee member you have a duty of care to look after the safety of your members. Your committee will need to show that all possible risks pertaining to the activities of your Student Group have been considered and that achievable methods have been put in place to lower the risk to both your members and any other attendees.



02.

HOW TO IDENTIFYING A HAZARD

- **Physical Hazard:** This is the risk to a person and is frequent with sport, for example bodily injury, trips and slips etc.
- **Environmental Hazard:** This is a risk caused by the environment around a participant, for example poor lighting, electrical issues, crowded walkways or even meteorological risks such as ice
- **Psychological Hazard:** This is a risk that can cause damage to a person psychologically, for example, dealing with a stressful situation, facing harassment or discrimination
- **Reputational Hazard:** This is a risk that could put the reputation of the Student Group or affiliated bodies at risk, for example, not being able to facilitate an external visitor correctly

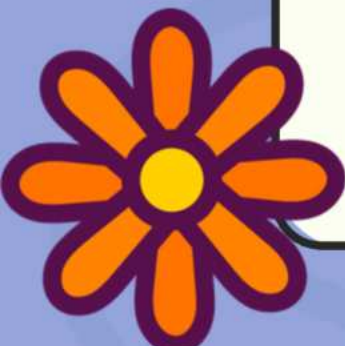
02.

HOW TO COMPLETE

- 1) Look through the tabs 'Example - Off Campus Event' , 'Example - Online Event', "Impact Guide" for ideas on how a risk assessment should be completed - hover over the different sections for some top tips! (Look for the red triangle in the corner of the cell)**
- 2) Think about the activities your Student Group plans to run in an academic year, fill in the Activities Overview tab and create & fill in the relevant 'Activity' tabs. Come up with Hazards and Controls and thinking how you can prevent them happening/lessen the risk. Use the 'Example Hazards and Controls' for assistance! You might want to consider large events, travel, on campus activity and off campus activity, food orientated events.**
- 3) Fill in the Student Group Declaration tab including the Basic Information and Declaration**

Activities Overview

book Statistics



02.

HOW TO COMPLETE

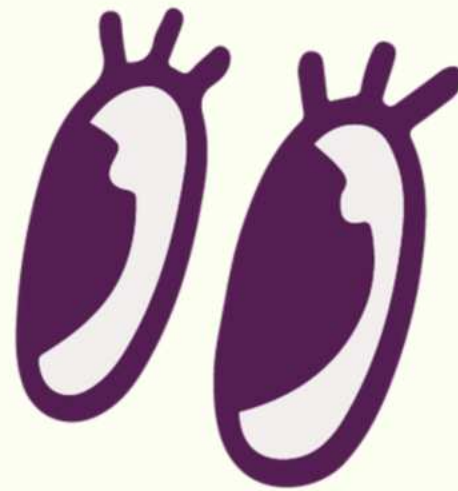
Hazards	Risk before Controls (Risk Rating = Likelihood x Impact)			Existing Measures to Control Risk (e.g. do you provide information, instruction, training or have set procedures?)	Risk after Controls in place (Risk = Likelihood x Impact)		
	Likelihood	Impact	Risk Rating		Likelihood	Impact	Risk
Slip, Trip or Fall	3	2	6	Before participating, everyone is informed that running is not allowed in the arena and that it is a dark space. Safety Rules and code of conduct are displayed along with suitable lighting and emergency lighting in all areas. Make sure all passageways are clear	2	2	4
Sports-Related Injury i.e Friction Burns, Muscle Strain	3	4	12	Before participating, everyone is informed of possible risks and sign any necessary waivers. Breaks are added in to make sure people can recover. Ensured that the partnered company has a fully qualified first aider	2	3	6
Injury due to Fire	2	5	10	All fire alarms and sensors have been checked along with fire exists clearly labelled and unlocked. All participants should be briefed before the game	2	4	8
Misuse of equipment i.e lasers pointed at eyes	4	1	4	All participants are briefed before starting the game on the rules along with the risks associated	3	1	3
Collision in Arena	3	3	9	All participants briefed before game start that 2 handed operation of the laser gun is needed, walking rules can be introduced if needed	2	3	6

02.

STUDENT GROUP DECLAR ATION

Group Information	
To Complete ↴	
Student Group Name:	
Full Names of All Committee Members, who are responsible for writing and implementing this assessment:	
Date Written and Finalised:	
Name of Committee Member Submitting:	
Committee Position:	
Please confirm that while you are submitting this assessment, all committee members are fully aware of and understand this assessment:	<input type="checkbox"/> Yes, I confirm
<div> <div></div> <div>Master Risk Assessment Declaration</div> </div>	
	Signature
We understand that my Student Group must resubmit this form with new risk assessments if an event that is not included in the given example categories	
We understand that it is the Student Group Committee's responsibility to abide by the controls outlined in this risk assessment and will not be allowed to organise the activity without a relevant filled assessment	
We understand that if the Student Group holds an event not covered by this risk assessment and does not submit a new one, the event will not be covered by the Students' Union public liability insurance, and the committee may be liable for any damages, costs or compensation as a result of any incidents.	
<div> <div></div> <div>To be Completed by Activities & Volunteering Team ↴</div> </div>	
Date Reviewed (Staff Complete)	
Reviewed by:	

ELECTIONS



01.

As part of the Students' Union's Constitution, all committee positions must be put up for election every year to ensure that your Student Group's membership has an opportunity to choose who will lead them next year. This may be a bit far from now, but always keep in mind that Student Group Main Elections usually take place between February - March, you may let any members that interested in running for next year know and look for the emails

To ensure that your election is recognised by the Students' Union, all Student Group elections are created by the Activities & Volunteering department and will be listed on our website under 'Student Group Elections'.



01.

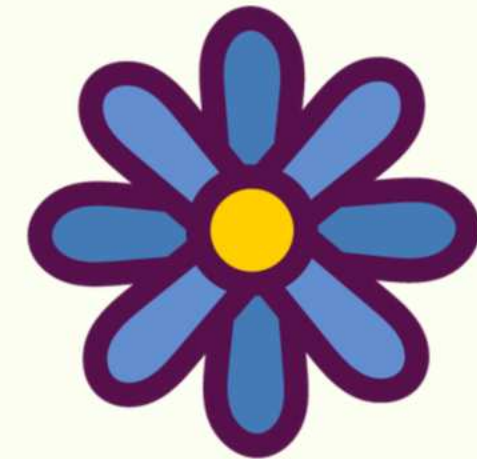
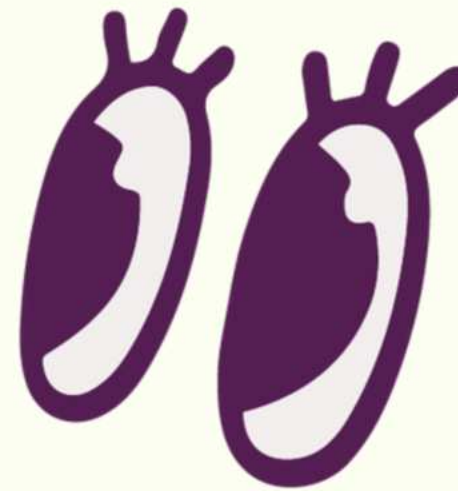
If any roles are left unfilled, we will usually follow this election with a by-election in April-May. We expect all Student Groups to take part in both the main election and the by-election to give the best chance of having a full committee.

To remain affiliated with the Students' Union, all Student Groups must have the following 'core' positions filled by the end of the by-election period in April/May 2025: ·President/Club Captain ·Treasurer ·Wellbeing and Inclusion Ambassador. When advertising your elections, we would strongly recommend prioritising these, as they are necessary for your Student Group's affiliation.

Please note: The core positions cannot be held alongside any other position on committee.



GDPR POLICIES



01.

WHAT DOES GDPR MEAN FOR MY SOCIETY/ SPORTS CLUB?

Acting in line with the UK laws on General Data Protection Regulation (GDPR) is a key responsibility of all Committee Members. If you do not abide by GDPR, each member of your committee could be fined and held personally liable for a data breach.

As a Student Group, you should not need to collect or hold any additional data to that which is collected and accessible to Committee Members through the Students' Union website. The SU website gives Committee Members the ability to view and contact all individuals that have purchased membership, requested to be added to a mailing list, or purchased events and products.







If you do need to communicate with members away from the SU website, we recommend utilising social media, as this form of communication allows the individual to access information and easily opt out.

No matter what activity or event you are planning, it is your responsibility to ensure that you have read the following guidance and that any data your Student Group collects is handled appropriately in line with Students' Union policy and guidance.



- You must only use (and ask) for information that you need. This is known as Data Minimisation.**

Not sure? Ask yourself whether the information is relevant and absolutely necessary to your purpose. For example, if you wish to contact individuals by email - it is not necessary to ask for their phone number. Once you have collected data, it must only be used for the purpose for which it was collected, e.g. emailing regarding taster dates or trial outcomes.

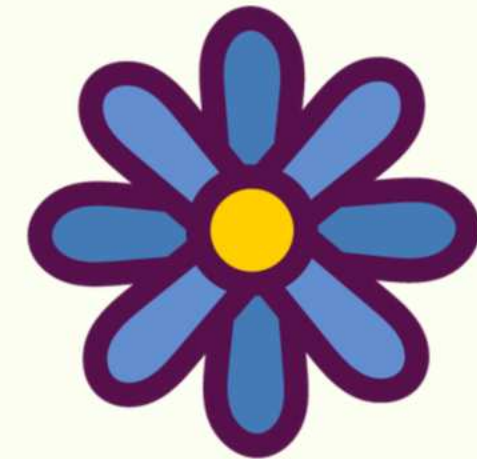
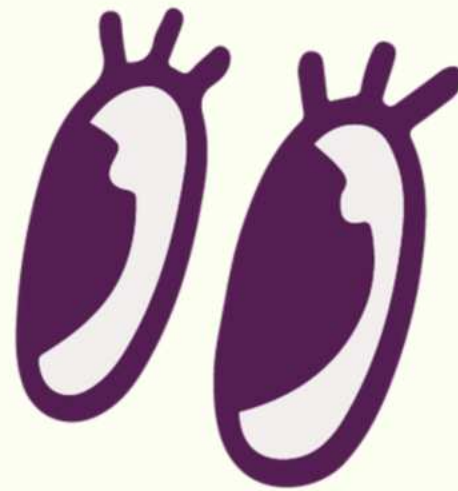




The SU website gives Committee Members the ability to view and contact all individuals that have purchased membership, requested to be added to a mailing list, or purchased events and products.

- All data you collect must be stored securely and only accessible to Committee Members that have a legitimate need to access it.
 - Ensure that you are using password-protected files, and any hard copies of personal data are securely stored. If data is being transported, please ensure this is done with encrypted memory sticks or devices.
 - Be aware that some forms of communication will leave individuals' contact information visible to others. You must also provide individuals with an 'opt out option' in your communications.
 - You must always use the BCC field when sending emails. You must also receive permission from an individual before adding them to your society's WhatsApp group, for example. The individual must always have the ability to opt out of communications, and you must be timely in dealing with these requests.
 - You must delete information that you no longer need. This is known as Storage Limitation. We have a shredder available to use in the Students' Union.
 - An example of this would be; following your trial and taster events, you must delete the information you collected at the Give it a Go Fair and destroy **any hard copies** of personal data.
- 
- 

COMMUNI CATION





Self-Assessment

It is extremely important that a team have some process in place that they can assess their performance.

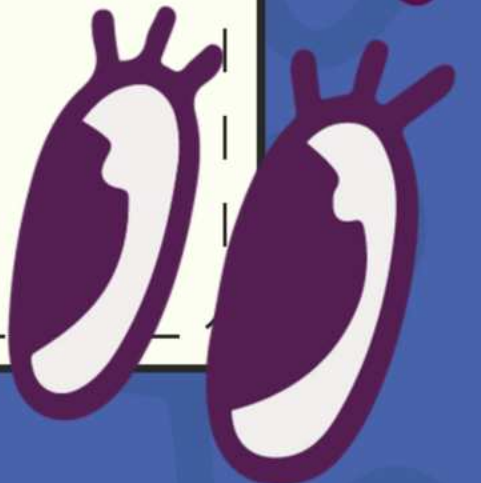
So as a team member, developing your effectiveness to support a high-performance work team takes a conscious approach. This may require self-reflection and introspection in some people and conscious development in certain areas for others. The table below identifies some effective and ineffective behaviours and characteristics to become an effective team member, to support the team around you and achieve Parkers 12 characteristics of effective teams:

Effective behaviours

Warm	Enthusiastic
Engaging	Confident
Patient	Supportive
Welcoming	Relaxed
Cheery	Curious
Interested	Comfortable
	Helpful

Ineffective behaviours

Angry	Disrespectful
Sarcastic	Conceited
Impatient	Anxious
Bored	Rude
Self-conscious	Suspicious
Mocking	Vengeful
Embarrassed	





COMMUNICATION FACILITATION

Internal

External



01.

Internal Communication

Internal chat apps

Team-building
activities

Internal newsletters

Team meetings

Email
Teams/Online
platforms
Surveys
SU websites

External Communication:

- Social media
campaigns
- Advertising
campaigns
- Event/Conferences





COMMUNICATION FACILITATION

Good internal communication skills can help your committee solve problems more efficiently and effectively.

By facilitating and encouraging different committee members and members within the society/club to communicate with one another, you are empowering your committee and all members to resolve problems and learn from each other or from the experience.

This not only improves problem-solving for you and every committee member but also enables smoother activity planning and a more fruitful experience for everyone in your group.





COMMUNICATION FACILITATION

External communication can function in two directions for your group and related to your role, particularly if there are no specified roles in your committee.

It can involve the transfer of information from outside the student group or committee to inside, such as when a sponsor reaches out to your committee or an opportunity is offered by the university.

It can also involve the transfer of information from inside the committee to the outside or external stakeholders, such as when your group is publishing a Freshers promotion pack online for all students or a sponsorship agreement to companies for asking sponsorship.



02.

To ensure the effective functioning of your committee, it's important to have effective communication.

- **Committee Meetings:** we recommend having regular committee meetings in person or by utilising platforms like Slack, Microsoft Teams or Discord. For an idea on how to structure your committee meetings, have a look at our template [here](#).
- **Social Media:** we would recommend keeping your committee discussions on social media or private messages to a minimum. This helps ensure that everyone is included in conversations and important messages aren't missed.
- **Meeting Minutes:** we recommend that notes are taken during every meeting, and circulated to the whole committee as a record of what was said, along with any actions and deadlines that need to be completed. If someone misses a committee meeting, they should read through the minutes afterwards to catch up. This also helps keep people on task and accountable.



SOCIAL MEDIA USAGE - SOCIAL MEDIA POLICY

When you are posting anything under your student group account, you are posting on behalf of your whole student group, including your committee, members and what your group stand for

Committee members are personally responsible for the content they post or share via social media, in group chats or that is shared via the group's social media platforms.

Any forms of Bullying/Cyberbullying, Harassment and Discrimination will not tolerated, not even as “a joke only”

Be aware that any use of content, brand logo, licensed image should be avoided unless you have obtain specified agreement - this including the university logo

Think twice before posting, Make it accurate and Be transparent



02.

Effective Minute Taking

- **Communication and Transparency**
- **Effective Decision-making**
- **Accountability and Responsibility**
- **Reflection and Improvement**



Using
shorthand
techniques

Using
bullet
points

Using
arrows

Using
asterisks for
important
points

Using initials
for
participants



02.

Meeting Title

Date:	
Location (optional):	
Time (optional):	
Attendees:	
Absent:	

Agenda/Topics

1. Follow up/ Update (optional)
- 2.
- 3.
- 4.
- 5.

AOB (any other business):

Action:

Next Meeting (Date/Time/Location):

Don't forget to share this promptly by email or group chat

02.

RESOLVING CONFLICT

Conflict can arise in Student Groups for a number of reasons, including if one (or more) individuals feels a perceived loss of control.

Please Note: If you ever feel uncomfortable in a Student Group situation, contact the Activities & Volunteering Department at unionactivities@le.ac.uk for support and guidance.

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Communication is central when attempting to reduce conflict and for de-escalating a situation.

02.

Here are a few forms this can take:

- **Accommodating:** This is where you neglect your own concerns to satisfy concerns of others. It is best suited when the issue matters more to other people than yourself.
- **Collaborating:** The collaborative approach involves working with others to find a solution that satisfies all. It is best suited when there is not a time limit as it brings in a variety of viewpoints.
- **Competing:** This is where you take a firm stance as a Committee Member to make a decision. Although often unpopular, this can be useful when a quick decision is needed.
- **Compromising:** This is the midpoint between competing and accommodating.
- **Consult or Complaint:** Talk to a member of staff for advice or further action



PATHWAY QUIZ

SCAN ME

