

Your time on committee



**Committee Training
2022/23 Handbook**

leicesterunion.com



**LEICESTER
STUDENTS'
UNION**



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Introduction

Whether it's your first or third time being on committee, it's important to start the year off with a good understanding of your support network in the Students' Union alongside the privileges your Student Group will hold after becoming affiliated with Leicester Students' Union.

After completing this module, if you have any questions the Activities & Volunteering Department is here to assist you 10am-4pm Monday to Friday. You can get in touch with the whole team at unionactivities@le.ac.uk.

Who is responsible?

Your Student Group's **whole committee** is responsible for being aware of your duties and responsibilities.

Handbook Overview

This handbook will help you navigate the following:

- The Activities & Volunteering Team
- The Sport & Active Life Team
- A Year as a Committee Member
- Understanding Committee Expectations
- Student Group Privileges

For more information, check out our Committee Hub [here](#).

Resources

In this module, the following resources will be mentioned:

- [Committee Meeting Template](#)
- [Student Group Constitution](#)



Frequently Asked Questions – Quick Guide

Where can I get help to run my Student Group?

If you have any questions the Activities & Volunteering Department is here to assist you 10am-4pm Monday to Friday. You can get in touch with the whole team at unionactivities@le.ac.uk.

What privileges do Student Groups get?

All affiliated Student Groups have the following privileges:

- Post and Packages
- Storage
- Room Bookings
- Equipment Hire
- Funding Assistance
- Students' Union Website

What do we need to do to unlock those privileges?

To become affiliated, all Student Groups must:

- Complete their [affiliation documents](#)
 - Master Risk Assessment
 - Inventory
 - Constitution
- Have all committee members complete their compulsory training

How can we set up our Student Group for success?

There are a number of different ways to ensure that you are setting your committee up for success:

- Hold regular committee meetings with clear actions for every member
- Ensure that your forms are submitted on time
- Talk to the Activities and Volunteering Department if your Student Group has any queries
- Read communications for information on opportunities your group can get involved with



The Activities & Volunteering Team

The Students' Union's Activities & Volunteering team aims to:

- Empower and support all students to find and form communities at University
- Support and celebrate liberation groups whilst identifying and removing barriers to marginalised student engagement
- To empower and facilitate students using their democratic voice to lead groups, and affect positive change
- To provide opportunities to learn a new skill or develop existing skills
- To provide opportunities for students to undertake altruistic activity within the University and wider community
- To provide experiences, knowledge and tools that support student leaders aims both at University and beyond
- To celebrate the successes of students that engage with Activities & Volunteering



The full-time team consists of:

- Emma – Activities & Volunteering Manager (Pronouns: she/her)
- Ebony – Activities Inclusion Coordinator (Pronouns: they/them)
- Kris – Activities Coordinator (Pronouns: she/her)
- Matthew – Activities Coordinator (Pronouns: he/him)

You can contact any member of the team at unionactivities@le.ac.uk.



The Sport & Active Life Team

If you are part of a Team Leicester Club, you will also be supported by the Sport & Active Life Department.



The full-time team consists of:

- Lewis – Sports Experience Manager (Pronouns: he/him)
- Aaron – Sport Experience Officer (Participation) (Pronouns: he/him)
- Lucy – Sports Coordinator (Pronouns: she/her)
- Steve – Sport Experience Officer (Performance) (Pronouns: he/him)

You can contact any member of the team at teamleicester@le.ac.uk.



Students' Union Executive Officers

Each year, a team of students are elected by you to work as your University representatives. Known as the Executive Officer Team, six, full-time officers are responsible for specific areas within the Union.

As a Student Group, you will most likely be in contact with our **Activities Officer** and **Sports Officer** but may also hear from other officers in the year! Find out more about each of their remits below.

Please Note: The team below are for the 21/22 academic year and will be handing over in July 2022. This module will be updated once they have started!



The full-time team consists of:

- Georgia – 21/22 Sports Officer (Pronouns: she/her) (su-sports@le.ac.uk)
- Manoj – 21/22 Activities Officer (Pronouns: he/him) (su-activities@le.ac.uk)
- Rhiannon – 21/22 President (Pronouns: she/her) (su-president@le.ac.uk)
- AnneMarie – 21/22 Education Officer (Pronouns: she/her) (su-education@le.ac.uk)
- Nic – 21/22 Liberation Officer (Pronouns: he/they) (su-equality@le.ac.uk)
- Karli – 21/22 Wellbeing Officer (Pronouns: she/her) (su-wellbeing@le.ac.uk)



Development Contacts

All Societies and Sports Clubs are matched with a staff Development Contact at the beginning of the academic year, with the aim of enhancing your Student Group and helping your committee reach their aims and objectives.

Over the course of the year, you will be invited to attend a minimum of three meetings with your development contact.



Your Year with the Activities & Volunteering Team

As a Committee Member there are key dates you need to be aware of. The table below is by no means exhaustive - keep an eye out for changes in the committee newsletter!

LUSUMA Sub-Groups: Your Welcome Activities and Elections will be hosted centrally by LUSUMA.

| July 2022 | August 2022 | September 2022 |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1 st – <i>Affiliation Documents Deadline</i> | 1 st – <i>Committee Training Deadline</i> Prepare for Activities Fair, Sports Fair and Give it a Go! 10 th August – <i>A Level and Scottish Highers Results Day</i> | Late September – <i>Activities Fair, Sports Fair, Volunteering Fair and Give it a Go</i> |
| October 2022 | November 2022 | December 2022 |
| Early October – <i>Development Contact Meetings Semester 1</i> | | Christmas Break |
| January 2023 | February 2023 | March 2023 |
| Late January – <i>Give it a Go Fair</i> | Early February – <i>Development Contact Meetings Semester 2</i> Late-February – <i>Students' Union Executive Elections</i> Late February – <i>Student Group Elections Begin for 2023/2024</i> | Late March – <i>Student Group Elections End</i> |
| April 2023 | May 2023 | June 2023 |
| Easter Break Committee Handover Begins | Early May – <i>Development Contact Meetings Semester 3</i> May – <i>Student Group By-Elections</i> Student Opportunities Awards | |



Understanding Committee Expectations

To ensure that your time on committee can be as successful as possible, there are a number of expectations that should be considered and kept in mind throughout. This allows the Activities & Volunteering department to support you appropriately.

The department feel you should expect us to...

- Respect you
- Be knowledgeable on your specific area of activity
- Want to understand your group's activity, aims and needs
- Actively provide opportunity for you and your group to develop and showcase
- Provide services to develop your group
- Support your groups through difficult and good times
- Respond to emails within 3 working days

The department expects you to...

- Show respect (to staff, spaces, each other etc.)
- Meet the deadlines set to allow the department to safeguard your group
- Read what we send you and discuss it as a committee
- Talk to us when you need support
- Host regular committee meetings
- Be professional, organised and positive leaders
- Help each other
- Follow Students' Union and University Policies
- Create safe and inclusive spaces



Student Group Privileges

Post and Packages

As an affiliated Student Group, you can have your Student Group's packages and parcels delivered to the Students' Union by using the following address:

[YOUR STUDENT GROUP NAME]

Activities & Volunteering Department

University of Leicester Students' Union

University of Leicester

LE1 7RH

Storage

If your Student Group has some equipment that needs storing, please contact unionactivities@le.ac.uk.

Please Note: Any additional equipment purchased **must** be reflected on your Student Group inventory. For more details on how to do this, see our [Handover & Affiliation module](#).

Equipment Hire

All affiliated Student Groups can book equipment from the Students' Union and the University of Leicester Audio Visual Services. This can be done through the [AVS Booking Form](#).

You can find out more in our [Running Student Group Events](#) Module.

Distribution Email

All affiliated Student Groups receive have a distribution email (usually [su-\[studentgroup\]@le.ac.uk](mailto:su-[studentgroup]@le.ac.uk)). This is **not** an email you can log into.



The distribution email acts as a forwarding email. For example, if the Activities & Volunteering sent an email to su-[studentgroup]@le.ac.uk the email would be received to your President, Treasurer and Wellbeing and Inclusion Ambassadors student email address.

If you'd like to send an email from your distribution email you can do so through your Students' Union page. Find out more on how to do this at our 'Understanding the Union Website' training module which can be found [here](#).

Funding

All affiliated Student Groups can apply for Funding either through the Student Group Grant Funding. You can find out more in our [Student Group Financial Management](#) Module.

Students' Union Website

All Student Groups and LUSUMA Sub-Groups have access to their own www.leicesterunion.com mini-site to customise how they wish! You can find out more in our [Understanding the Union Website](#) module.

Transport

Overview of Transport Available

There are two main options for transport, **self-driven** and **externally driven**.

- **Externally Driven**

To book a minibus or externally driven coach, the Students' Union recommends using the provider, [Ausden Clark](#). The cost of hire for coaches varies and is dependent on size, distance, duration, times etc.

- **Self-Driven**

Should your Student Group wish to arrange self-hire externally from the Students' Union, you are more than welcome to and we would recommend [Practical Hire Leicester](#). However, please be aware that you will not be covered by the Students' Union's insurance and permits and will have to arrange your own.



Room Bookings

Where can I book a room?

All affiliated Student Groups can book spaces across the University and Students' Union. This includes:

- Lecture halls
- Seminar Rooms
- O2 Academy
- The Students' Union Square

How can I book a room?

Use our [Event Notification Form](#) for both one-off and repeat bookings in the University, the Students' Union or outside spaces on campus.

All University and Students' Union room booking requests should be submitted **at least** 2 weeks prior to the event date. The O2 Academy and outside bookings must be made **at least** 6 weeks before.

Are there any rules?

When booking a room you must agree to the [‘SU Bookings Terms and Conditions of Hire’](#). To ensure that every Student Group can continue to have access to the spaces available there are regulations you must be aware of including:

- Alcohol is not allowed in any rooms (Students' Union or University) unless from the licensed bar in the O2 Academy or O2 Academy 2 (The Scholar) (paid for as a chargeable service) or unless pre-arranged with the Leicester Services Partnership
- Food is only allowed in the O2 Academy or the O2 Academy 2 (The Scholar) unless pre-arranged with the Leicester Service's partnership, and must comply with the Food Regulations, including submitting a Food Disclaimer.
- You must leave all rooms in a clean and tidy manner, removing rubbish, and returning the room back to its original layout
- Please leave all rooms promptly at the end of your booking
- You must let the Students' Union know if you are unable to make your booking

Please Note: Failure to comply with these regulations could lead to your group having its room booking privileges revoked.



Running a Student Group Committee

Running a Student Group Committee can seem daunting at times, but here are a few key things you should consider:

Setting Objectives

When taking on a committee role, it is important to set your objectives for the rest of the academic year. These should all be SMART objectives (**S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound.)

Consider the following:

- Your manifesto points
- Responsibility delegation
- The core activity of your group
- Socials and events you want to run
- Sponsorship and funding targets

Delegating Responsibilities

Each committee member will have a number of responsibilities in their role, as found in the [Student Group Constitution](#). However, you will find that from event to event, these responsibilities may change depending on how much work needs doing.

It's crucial to make sure that these tasks are delegated evenly wherever possible, and take into account different members' workloads and commitments outside of University.

Communication

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.

Health and Safety

As Committee Members, it is your responsibility to ensure that your Student Group members are appropriately safeguarded when partaking in any activity. This can include updating your Risk Assessment, writing waivers and taking passenger lists.

If your Student Group has any electrical equipment that is being used on University premises, it needs to be PAT Tested first. To arrange this please email unionactivities@le.ac.uk.

Gaining Feedback

It is important to consider what the membership would like to see from your Student Group, whether it is a new social event or rehearsal time. We recommend setting up a feedback form on the Students' Union website to ensure that your Student Group's members can use to communicate with the Committee.

If you plan on collecting any personal data via this form, please refer to the GDPR section of this handbook.

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.

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



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.**
 - First of all, 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.
- **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.

Making your Experience Transferable

Throughout your time on committee, you will gain skills that may be useful when writing applications. Have a look below for some ideas on skills that directly relate to Your Time on Committee.

These have been taken from the Careers Development Service's '[Transferable Skills Framework](#)', designed to help students review skill sets that are desirable to employers.

- **Teamwork**
 - As a Committee Member you are part of a larger team that needs to work cohesively to ensure the success of a Student Group over the year. Think about what projects you set out to achieve as a team in the academic year and how you succeeded in them.
- **Problem Solving**
 - As a Committee Member, you are likely to be presented with a number of problems over the academic year, for example, re-arranging a fundraising event to ensure that more people can attend or improving your training to enhance your team. Think about which problems have arisen over the academic year and how you worked through it.
- **Organisation**
 - Running a Student Group alongside your academic studies and, possibly, a part-time job, can be a lot of work! Talk about how you managed to balance your time to ensure you can do both.

When applying these skills in your applications, remember to use examples that you can back up, along with how the group acted as a whole as well as your individual role.

Of course, this list is not exhaustive and for further support, the Activities & Volunteering Department would strongly encourage you to visit the [Careers Development Service](#) website and look through their resources or book an appointment.



Changelog

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07/09/2021 – Updated Transport section and Room Bookings Terms & Conditions

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