

SOCIETY ASSEMBLY

JANUARY 2026



ATTENDANCE^

COMMITTEE STRUCTURE CHANGES



WHY ARE WE DOING THIS?

- Ensuring the appropriate recognition for currently under valued roles and highlighting their importance.
- Improving delegation within committees and evening out responsibilities.
- Addressing how students receive support from their committee.
- Putting more of an emphasis on currently under-recognised roles.
- Make position responsibilities and expectations clearer.
- Improving awareness of wellbeing, welfare and misconduct procedures within societies.

WHAT ARE WE DOING?

1. Making the core roles: President, Treasurer, Events and Socials Coordinator
2. Events and Socials Coordinator can be split into 2 core roles: Events Coordinator & Social Coordinator or Co-Events and Socials Coordinators (if it is felt necessary and depending on your group).
3. Wellbeing and inclusion responsibilities and tasks allocated under all core roles equally.

WHAT ABOUT WELLBEING AND INCLUSION?

We are not removing wellbeing and inclusion responsibilities, we are instead expanding them and improving expectations.

1. Ensure that members have more people to go to especially if the set wellbeing ambassador isn't available or present during an event/social.
2. Making sure that all of core committee take responsibility for health and safety, without passing it off as somebody else's problem or it all falling on one person.

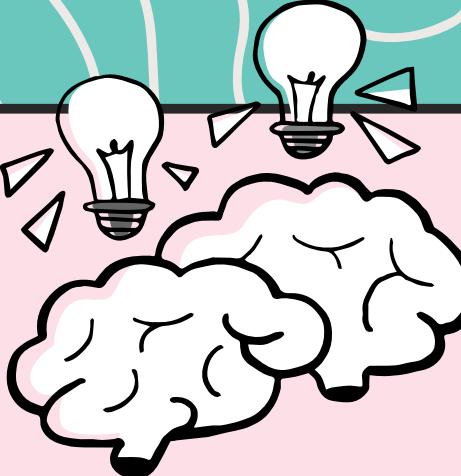


WHAT ABOUT WELLBEING AND INCLUSION?

We are not removing wellbeing and inclusion responsibilities, we are instead expanding them and improving expectations.

3. Increase the emphasis on wellbeing and inclusion within events and socials organisation/execution.
4. Ensures that more than one person on committee is looking out for signs and concerns, increasing perspective on inclusivity and diversity.





PRESIDENT



1. Oversee the day to day logistics and running of the group.
2. Being the main point of contact for the group, acting as a role model.
3. Lead on the delegation of responsibilities ensuring all committee have a fair amount of tasks.
4. Oversee and uphold the core values of the society expectations, ensuring standards are maintained and that members are encouraged to behave appropriately in line with the senate regulation and code of conduct.
5. Lead on ensuring the core activities of the society are met and appropriately carried out.
6. Keep track of the groups finances, ensuring the budget is being kept to and appropriately allocated.
7. **Be a key contact for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.**
8. **Frequently monitor the groups development and ensure aims and goals set at the start of the year are met.**
9. **Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.**



TREASURER



1. Oversee any charity fundraising and donation, ensuring it is in line with guidance and charity law.
2. Take charge in processing and submitting financial requests including monitoring the societies/clubs financial status
3. Create and keep track of the club/societies budget for the year, allocating appropriate funds and actively work on income generation
4. Keep an accurate record of all expenditures and income.
5. Act as a primary signatory on the funding account.
6. Be responsible for coordinating grant funding and other financial applications.
- 7. Be the key contacts for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.**
- 8. Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.**



EVENTS AND SOCIALS COORDINATOR

1. Ensure the smooth and efficient running of society events and socials.
2. Keep updated with event organisation policy and regulations to ensure safety and good conduct.
3. Ensure all event notification forms are submitted on time and any meetings regarding the event are attended.
4. Oversee any event budgets as well as ticket sales with the treasurer.
5. Remain consistent throughout the year, creating multiple opportunities for the society to host events.
6. Ensure that non-alcoholic options are always made available and that there is no peer pressure for those to drink if they don't want to.
7. Take the lead on being the key contacts for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
8. Take regular actions to ensure the group is inclusive and that any barriers are broken down where possible to maximise diversity and equality within the group.

EVENTS

Any physical or digital events centred around the core purpose of the society or development of the society activities. For example:

Sports Clubs: Any friendly fixtures or challenges, End of Year Ball, AGM, Fundraisers

Arts/Performance Groups: Showcases, Concerts, Workshops, Fundraisers

Academic Societies: Career Networking, Skills Sessions, Talks and Seminars, Trips

National/Cultural: Weekly sessions, cultural exchanges and events

Community Focused: Awareness events and campaigns, fundraisers, Meetings

.e.g. Book Club - Monthly Meetings

.e.g. Humanitarian - Awareness Events and Talks

.e.g. Sikh Society - Weekly Talks

SOCIALS

Any physical or digital socials/get togethers centred around the community within the club and social opportunities. For example:

Sports Clubs: Wednesday Nights, Group Activities, Community Building

Arts/Performance Groups: Weekly Socials and Sober Activities, Charity Fundraiser

Academic Societies: Monthly Pub Visits, Games Nights, Bar Crawls, Non-Academics

National/Cultural: Movie Nights, Collaboration Socials, Non-Culture Related

Community Focused: Wellbeing Evenings, Society Dinner, Arts and Craft Night

.e.g. Book Club - Monthly Meetings

.e.g. Humanitarian - Awareness Events and Talks

.e.g. Sikh Society - Weekly Talks

WHY EVENTS AND SOCIALS?

Most societies cannot exist or function without holding events, socials and opportunities. We want to emphasize the importance of that, in hand with an improvement of wellbeing/inclusion considerations.

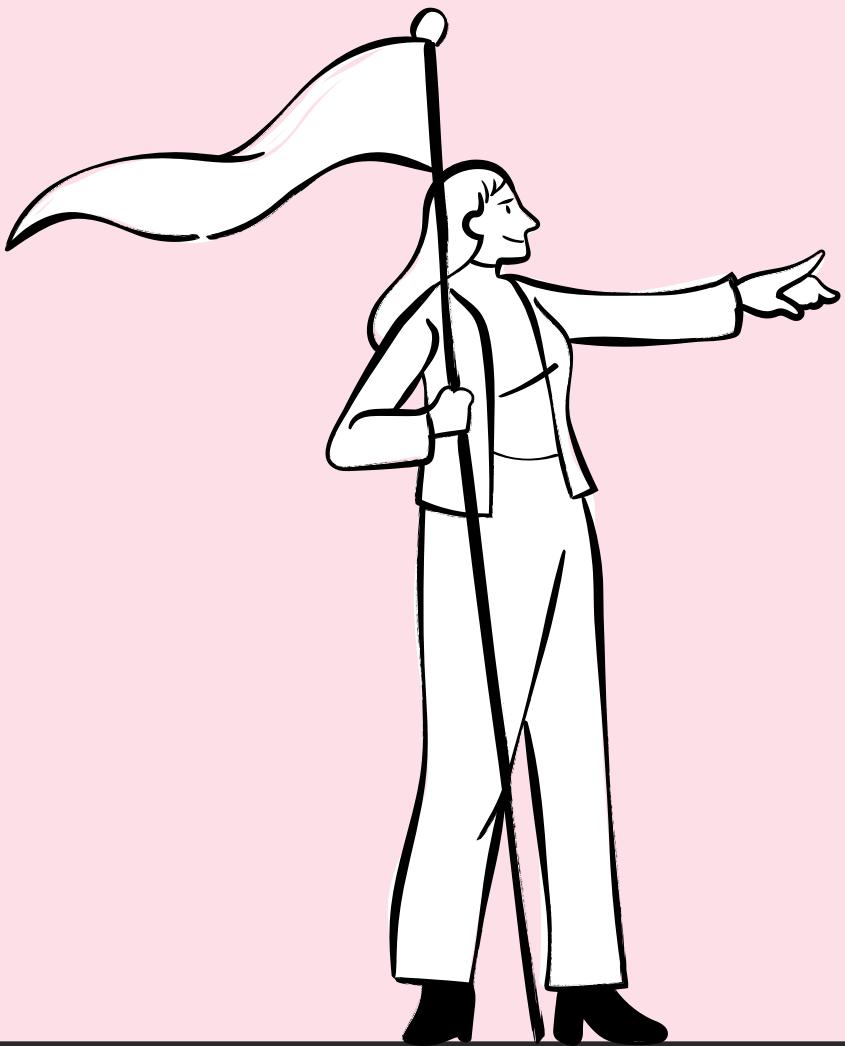
Too often the social secretary role is seen as an 'easy' role or a 'low responsibility', but in reality socials are far more crucial to societies creating communities and safe, productive environments, then we give them credit for.



WHY EVENTS AND SOCIALS?

Most societies cannot exist or function without holding events, socials and opportunities. We want to emphasize the importance of that, in hand with an improvement of wellbeing/inclusion considerations.

In a similar sense, we want to further highlight the importance of event leads. It is currently not supported enough or focused on enough and again, much like social secs, it is where most wellbeing and welfare concerns take place. We want to increase productivity and the spotlight on this roles importance.



HOW CAN YOU DELEGATE?

Some societies are larger than others which comes with additional responsibilities and tasks. Below is our recommended delegation of roles:

President → Secretary / Vice

Treasurer → Fundraising Sec

Events and Socials → Split / Co

Events → Event Support

Note that the role of wellbeing and inclusion ambassador will no longer be eligible. If you feel there are specific needs within your society then please email us to discuss how this can be delegated.



HOW ARE WE GOING TO SUPPORT THIS?

1. Improved training plan with more in depth wellbeing and inclusion training for all as well as events and socials training.
2. Provide drop ins for societies/clubs to discuss the changes with us directly and receive support for how to implement it.
3. More awareness and emphasis on the role descriptions document.
4. Stricter expectations on socials and events productivity in line with affiliation.

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ROLE DESCRIPTIONS

QUESTIONS

AFFILIATION CRITERIA UPDATE



WHAT ARE WE DOING?

With the update of the constitution for 26/27, there will also be changes to affiliation criteria for all groups in line with a push for better quality societies.

All groups* will be required to hold at least 3 activities a term in order to remain affiliated. These activities must all be different activities in line with the aims of the group.

*Tier 1-3 Team Leicester clubs are exempt due to fixed training, fixtures and competitions through the department.

REQUIREMENTS AND RESTRICTIONS

- Each activity has to be different to another. Recurring bookings will only count as 1 activity .e.g. weekly sessions or training.
- The activities have to align with the societies aims and objectives as per the ones stated in your constitution.
- Any activities focused around going to a pub/bar or club night, will not count as a suitable activity unless it is a set organised event by committee with a activity other than drinking. EG. hiring a venue for a society quiz night or awards does count if the event is organised by committee, but going to a bar just for a drink or going to a LetsDisko night, does not count.
- Any activities that are committee only, do not count either .e.g. committee meetings/lunch/outing.

THE PROCESS OF TRACKING

- Activities will be tracked via the event notification form and your development reports.
- At the end of each term, you must submit your development report with evidence to back up each event that has happened as per the event notification forms, to remain affiliated.
- If you do not have evidence of putting on at least 3 activities in a term, you will be suspended pending either proof of the events happening within a set period of time or no proof which will result in disaffiliation.
- Check ins will be at set times: Start of December, End of March
- Term 3 is not required as most groups do not continue activities due to exams and deadlines.

EXAMPLES

Sports/Performance (None-TL):

1. Recurring weekly training
2. Charity Collaboration Session
3. Christmas Quiz Social
4. Regional Competition
5. Showcase
6. End of Term Social

Academic:

1. Recurring Weekly Study Sessions
2. Charity Fundraiser
3. Skills Workshop
4. Careers Talk
5. Gala/Ball
6. Welcome Talk

National/Cultural:

1. Meet and Greet
2. Cultural Celebration
3. Sports Day
4. Games Night
5. Awareness Talk
6. Bowling Night

Hobby/Common Interest:

1. Recurring Weekly Meet Ups
2. Skills Day
3. Showcase
4. Craft Event
5. Trip Away
6. Movie Night

Digital/Online:

1. Publications of Work/Articles
2. Live Seminars/Events Online
3. Committee Organised Gaming Event (not just everybody logged onto a server but a specifically timed event ran by committee).

ELECTIONS BRIEFING



KEY DATES

- Nomination - 23rd February 2026 Midday – Monday 23rd March 2026 Midday
- Voting - Thursday 26th March 2026 Midday – Monday 6th April 2026 Midday
- Results - w/c Monday 6th April 2026

KEY INFORMATION

- Manifestos for candidates are now compulsory.
- Team Leicester groups will return to all roles at once rather than core roles separated as done in the past 2 years.
- Failure to elect your core committee will put you at risk of dissafiliation. There will be a final chance during a by-election in April, but any core roles still vacant at that time will result in dissafiliation.
- Elections must be done through our official elections. Any internal elections or allocations done outside of the set democratic process, will not be acknowledged.

NOMINATING AND MANIFESTOS

- Holding society/club AGM's is encouraged to support candidates understanding what they are signing up for.
- Ensure that all members have been provided with role descriptions ahead of nominating themselves. This can be the set document or society adapted ones.
- All candidates must submit manifestos when nominating themselves, this is now compulsory. Manifesto guides and templates can be found on the elections webpage.
- Candidates and voters must have memberships to the society/club to be able to nominate themselves/vote.

EXAMPLE MANIFESTO

[photo of yourself]

"Hi! I'm [name] and I'm excited to be running for the role of secretary this year as a current society member since 2024 and last year's events officer. I love our society and have had an amazing 2 years which I'm eager to continue working on, following successful events and society wins in 25/26!

Not only am I passionate about supporting the organisation of the society, but I am a current marketing student who works in customer service part time, so have a range of professional skills that would support me in being your successful secretary next year.

My main aims would be:

1. Expand upon our external partnerships through an increase in outreach, to secure financial support and guest speaker opportunities.
2. Keep professional communication between the society and stakeholders consistent and organised, to ensure success this year.
3. Ensure that deadlines for sign ups and registrations are completed on time to minimise disruption which has impacted the society previously.

Voting for me can help all of the above become reality and support the development of the club we all love in the coming year as well as years to come. Thank you for your time and vote!"

QUESTIONS