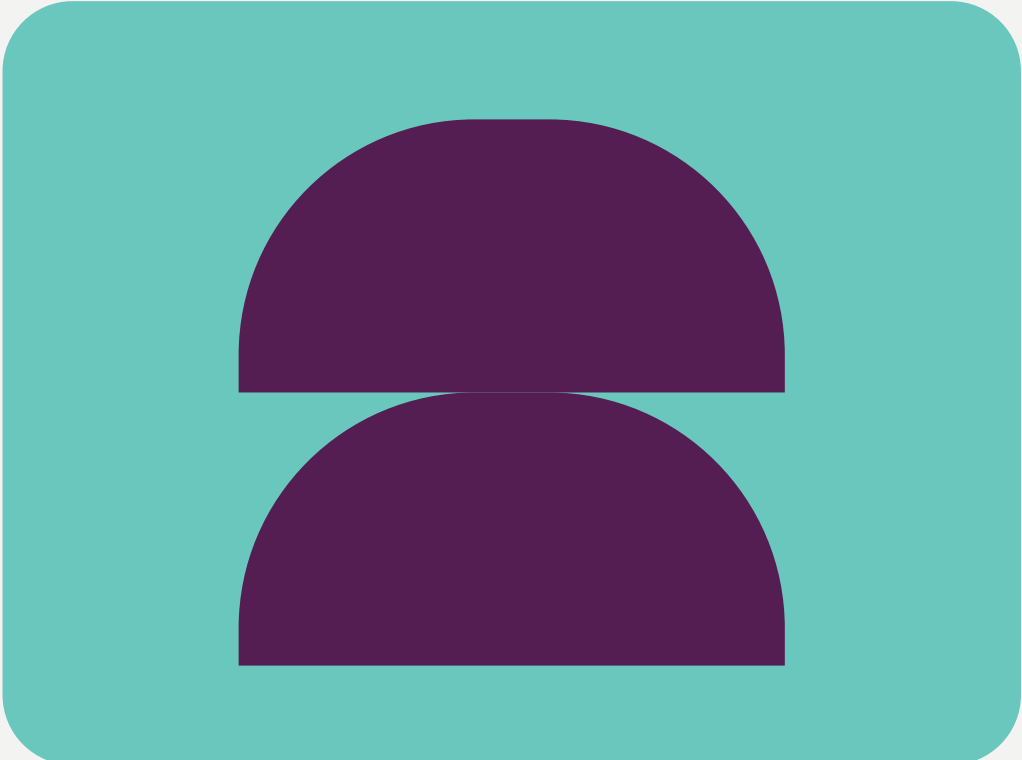
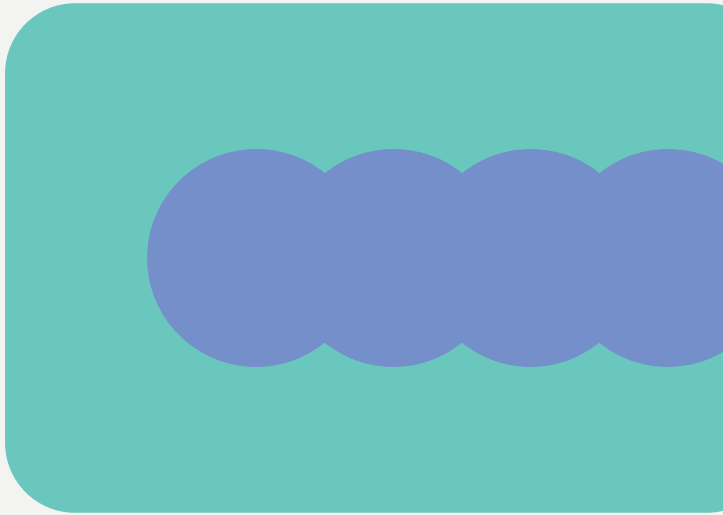
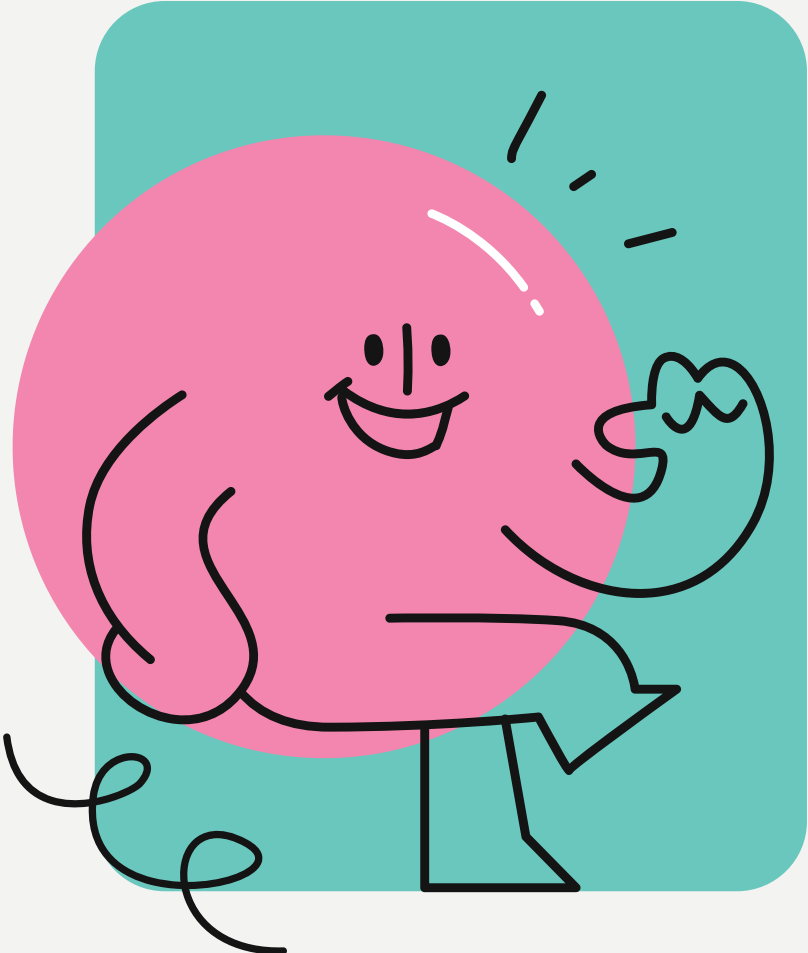


**Committee Training 26/27**

# INDUCTION



**LEICESTER  
STUDENTS'  
UNION**





# WELCOME!

## Opening Notes

It isn't the most exciting of tasks, but it is to support you and ensure you are as equipped as possible.

This training is based off real and common experiences, F&Q's and common problems!

Let's get started!





# WELCOME!

## **Today:**

There will be 3 sessions with 3 forms.

Each form for each session must be separately completed for you to pass your training and as attendance.

Don't submit the form until the end of each session!

Interaction throughout the training is expected for you to be passed as complete.





# WHAT WE ARE COVERING

- 1 Understanding Your Role
- 2 Documentation
- 3 Website and Admin Tools
- 4 Policy and Procedure
- 5 What's Available



# WHY DO THE TRAINING?

- ✔ It ensures you know what you are doing for the next year.
- ✔ Gives you the tools, resources and knowledge that you will need to succeed and efficiently run your society.
- ✔ Prevents potential issues and concerns, avoiding mistakes and protecting you from problems down the line.
- ✔ Keeps communication consistent across committee and ensures everybody is also aware of expectations on others.

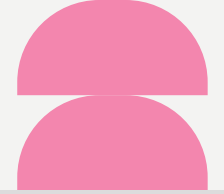




# THE HANDBOOK

The majority of questions we get asked throughout the year, could be found in your committee handbook!

It gets updated around twice a year, so please ensure you always have the most up to date version.

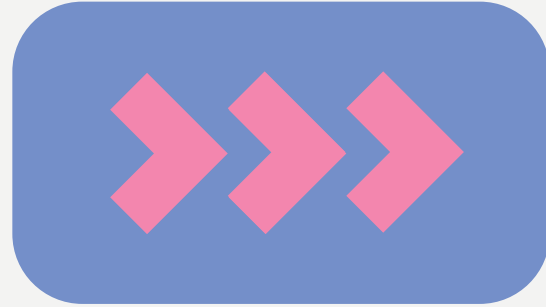




# UNDERSTANDING YOUR ROLE

Committee Training 26/27





**Breakout Interactive:**


## **WHAT DOES YOUR ROLE LOOK LIKE THIS YEAR?**

**Use this opportunity to go through your role description and work out what additional responsibilities you might have this year.**

**What tasks fall under you?**

**What are the specifics of your role within the setting of your group?**





# WHAT IS BEING A COMMITTEE MEMBER?

- ✔ A committee member is a voluntary leadership role that comes with responsibilities and commitments.

---

- ✔ You are responsible for the success of your society throughout the year and will be the person that people look to.

---

- ✔ Your role is to work collaboratively with the rest of committee as well as to keep up to date with all the information you need to know.

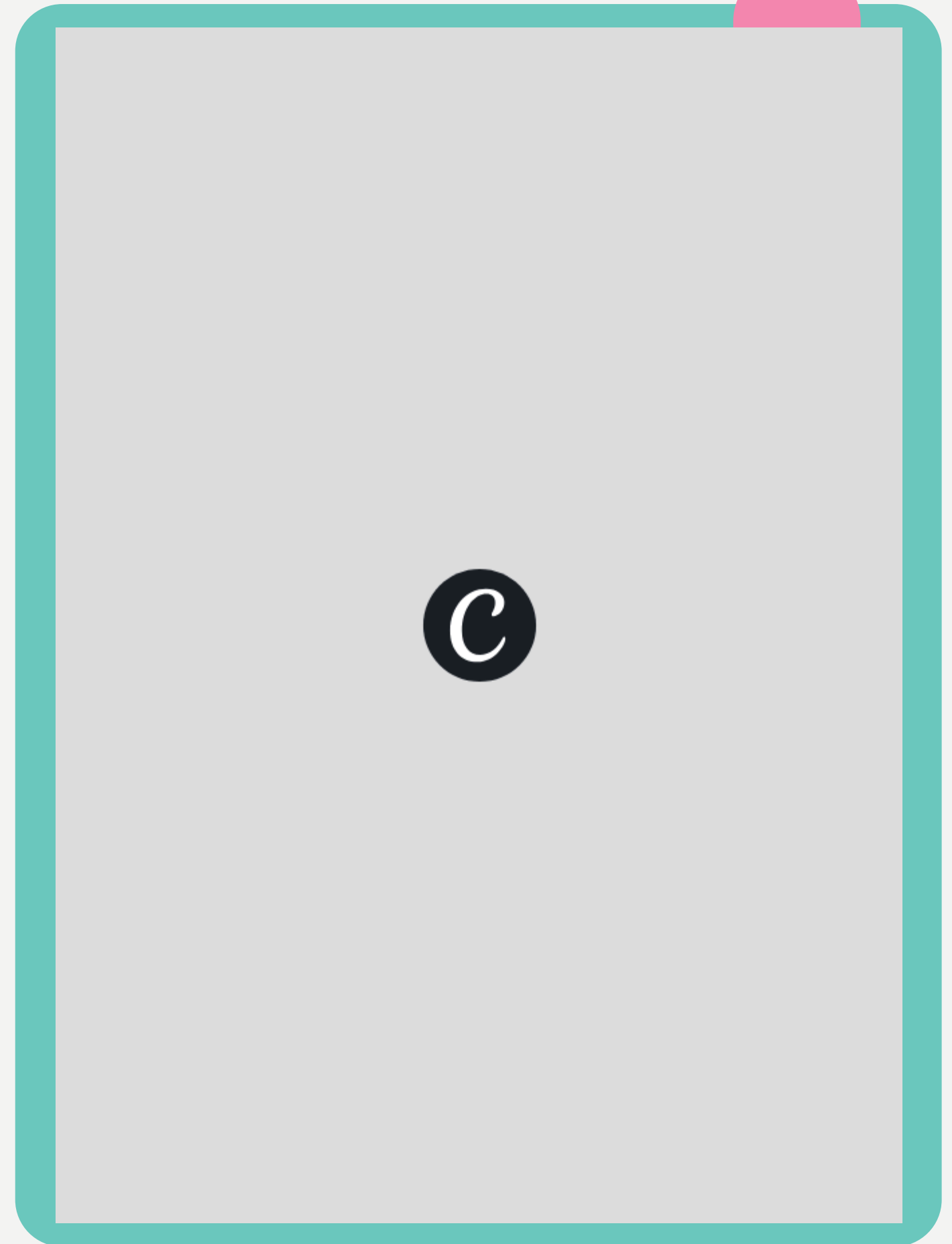
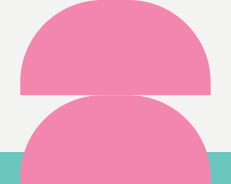




# ROLE DESCRIPTIONS

Knowing and setting role responsibilities is key. Ensure you read through and understand your role fully via the role descriptions document and your constitution.

You can add responsibilities based on your society, but it needs to follow the basic expectations in this document and as set in your constitution.



# PRESIDENT

- Is managing and overseeing, not dictating.
- Lead on the delegation of responsibilities ensuring all committee have a fair amount of tasks.
- Keep track of the groups finances, ensuring the budget is being kept to and appropriately allocated.
- Be a key contact for members to receive appropriate signposting for issues or support related to, but not limited to, wellbeing and misconducts.
- Ensuring standards are maintained and that members are encouraged to behave appropriately in line with the senate regulation and code of conduct.
- Frequently monitor the groups development and ensure aims and goals set at the start of the year are met.



# TREASURER



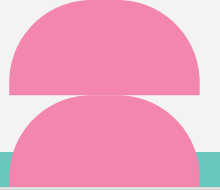
- Is not just about doing withdrawal requests!
- Oversee any charity fundraising and donation, ensuring it is in line with guidance and charity law.
- Create and keep track of the club/societies budget for the year, allocating appropriate funds and actively work on income generation.
- Be responsible for coordinating grant funding and other financial applications.
- Keep an accurate record of all expenditures and income.
- 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.

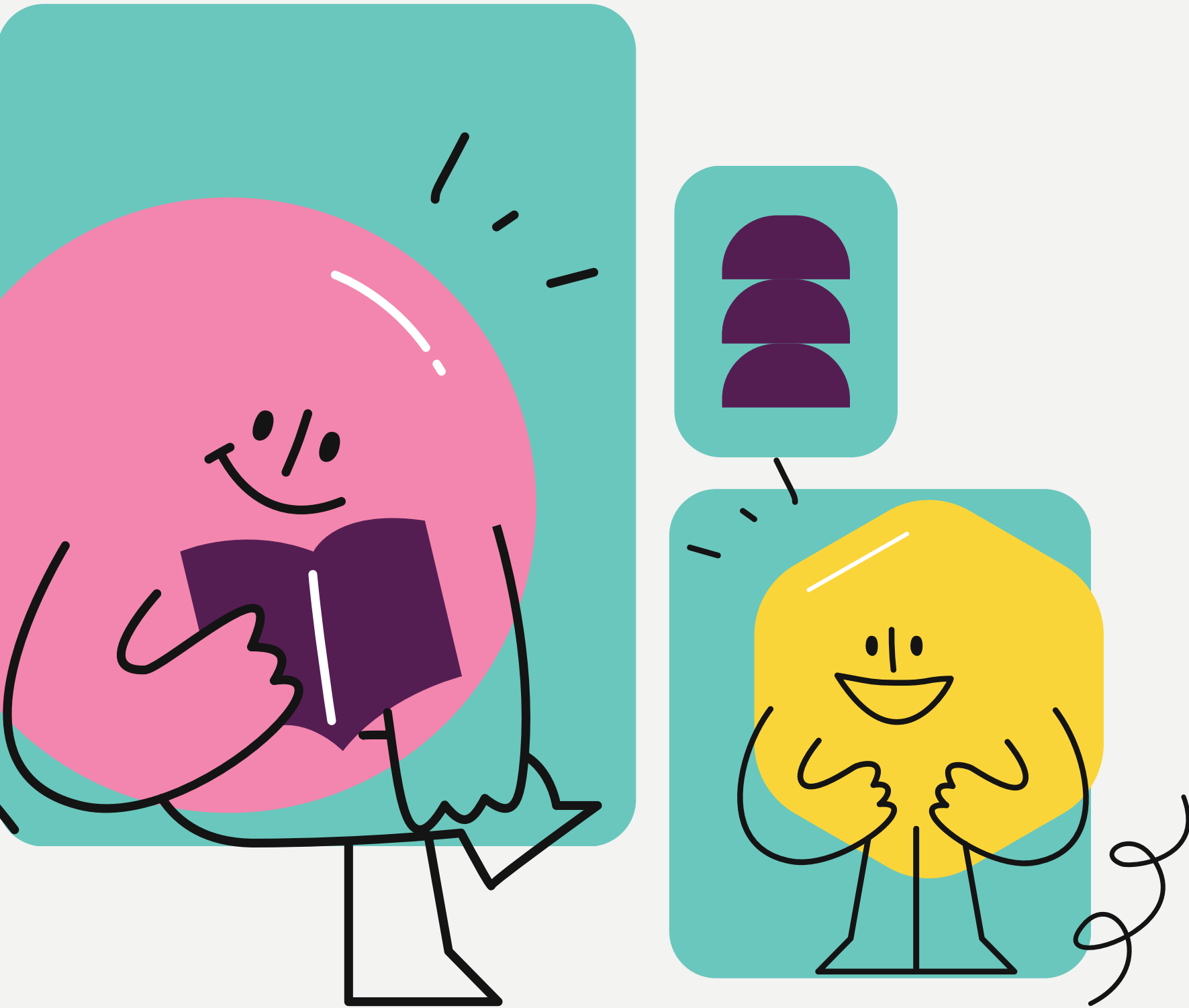




# EVENTS AND SOCIALS

- Ensure the smooth and efficient running of society events and socials.
- Keep updated with event organisation policy and regulations to ensure safety and good conduct.
- Ensure all event notification forms are submitted on time and any meetings regarding the event are attended.
- Remain consistent throughout the year, creating multiple opportunities for the society to host events.
- 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.





# WEBSITE AND ADMIN TOOLS

Committee Training 26/27





# COMMITTEE RESOURCES

The most important web page!

- ✔ Committee Handbook

---

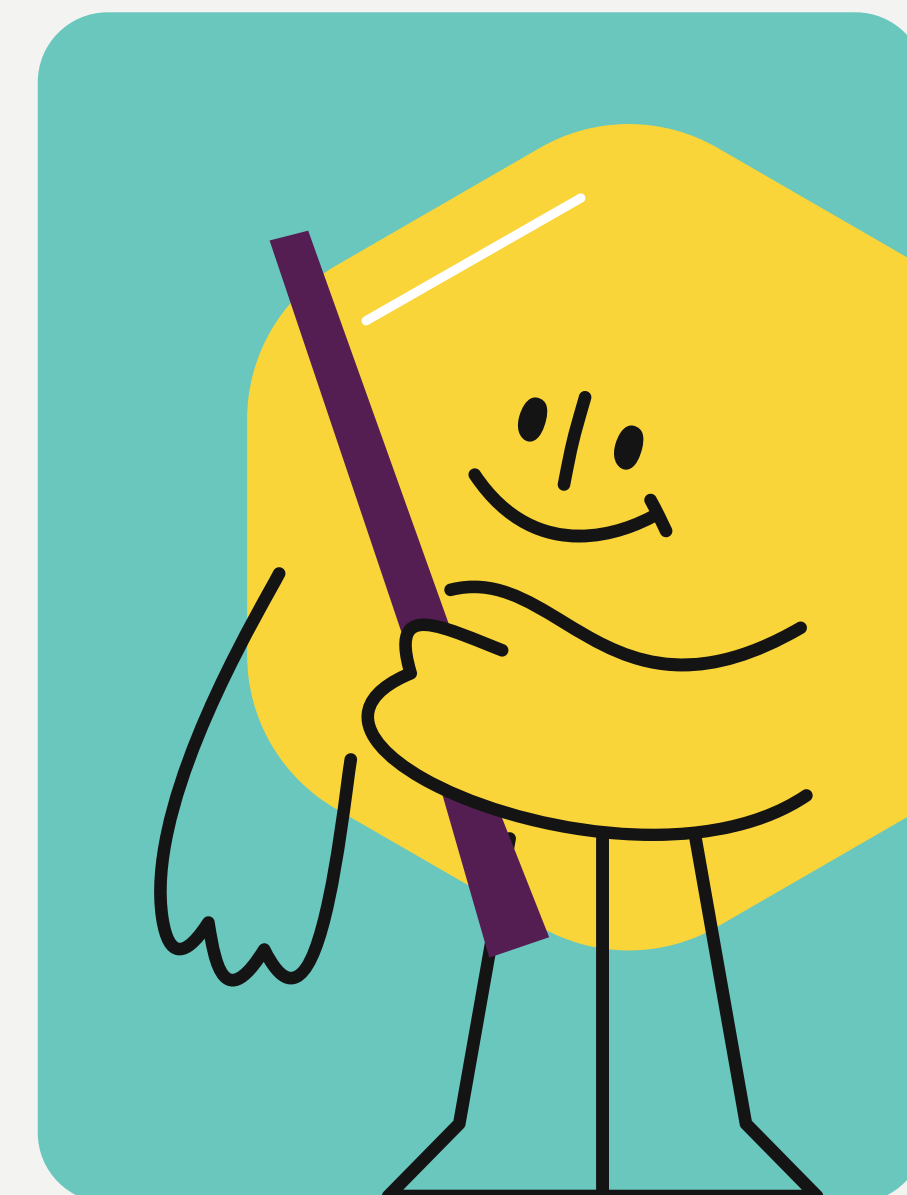
- ✔ Role Responsibilities

---

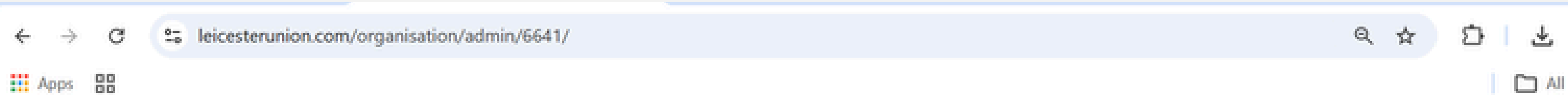
- ✔ Development Report Template

---

- ✔ Policies and Procedures



# WEBSITE AND ADMIN TOOLS




















Admin > Economics Society > Organisation Admin

- Activities
- Add news article
- Edit Details
- Events
- Finance Requests
- Groups
- Members
- Messages
- News
- Polls
- Products
- Resources
- Sales Reports
- Signups
- Surveys
- Tickets
- Website pages

Economics Society [\(change\)](#)

## Admin tools

[Go to home page](#)

 <p><b>Activities</b> Create and submit activities for approval</p>	 <p><b>Add news article</b> Create and edit your news articles</p>	 <p><b>Edit Details</b> Edit logo, description and contact details</p>	 <p><b>Events</b> Create and manage events</p>
 <p><b>Finance Requests</b></p>	 <p><b>Groups</b> Create and delete roles and mailing lists</p>	 <p><b>Members</b> View members</p>	 <p><b>Messages</b> Send emails to members</p>
 <p><b>News</b> Create and edit news articles</p>	 <p><b>Polls</b> Create, edit, and view poll results</p>	 <p><b>Products</b> Create products and put them on sale</p>	 <p><b>Resources</b> Provide downloadable resources</p>
 <p><b>Sales Reports</b> View membership, products and ticket sales</p>	 <p><b>Signups</b> Create and manage signups</p>	 <p><b>Surveys</b> Create surveys and view responses</p>	 <p><b>Tickets</b> Create and manage tickets for events</p>
 <p><b>Website pages</b> Add and edit website pages</p>			



### Edit Details

Edit logo, description and contact details

# EDIT DETAILS

- ✓ To update your logo, contact details and webpage.


---

Make sure you update your webpage before September so

- ✓ that the information Freshers get is correct and that your branding is consistent.
- 





 **Events**  
Create and manage events

# EVENTS AND TICKETS

- ✓ Puts your event on the website and 'What's On' page.

---

- ✓ Links tickets to the event, making it easy for students to buy tickets and confirm attendance as well as for you to track it.

---

- ✓ Make sure that you have a display end date to avoid it getting too cluttered.





Finance Requests

# FINANCES

- ✔ Presidents cannot put through requests, only approve them.

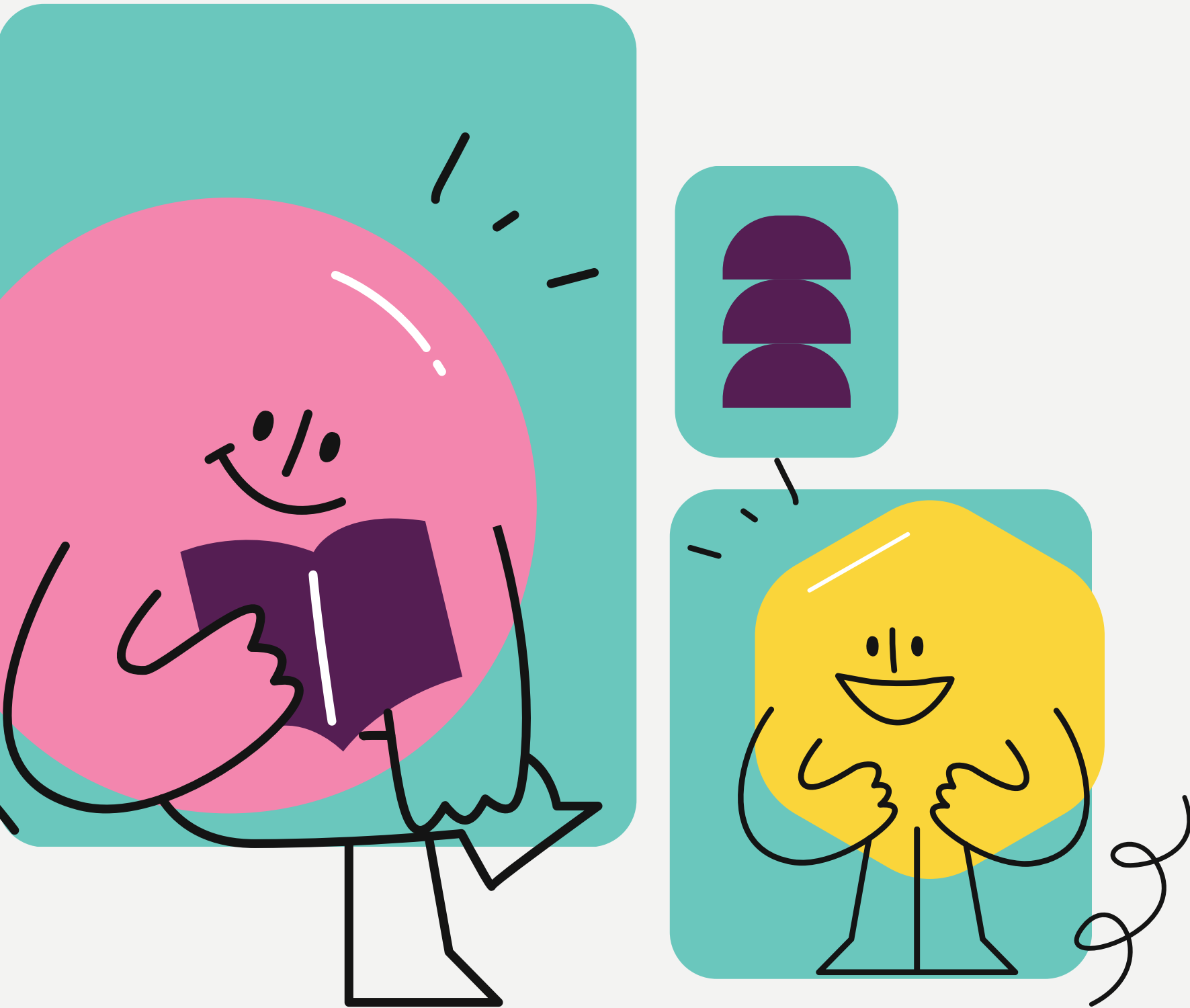
---

- ✔ Any withdrawals can go through this process, not just reimbursements .e.g. larger payments or purchases with invoices.

---

- ✔ Clear proof of purchases or invoices must be given .e.g. receipts with the items stated clearly, professional invoices or proof of payment screenshots.





# DOCUMENTATION

Committee Training 26/27





# AFFILIATION DOCUMENTS

**Deadline: 30<sup>th</sup> July at 10am**





# HANDOVER

## Why Is It Important?

- Ensures that you have the necessary information to aid you in your role this year.

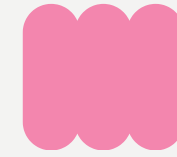
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- Transfers over the links, documents and key information and ensures that is then accessible for all sides.

---

- Supports you in starting the journey and giving you a foundation for developing plans.





# CONSTITUTION

## Why Are You Doing It?

- It is what makes you an affiliated student group, so the conditions within it can and will effect your affiliation.

---

- You will be held to your role expectations and objectives should issues arise or responsibilities not met.

---

- Your are agreeing to the code of conduct and the conditions within that.



# MASTER RISK ASSESSMENT

## Why Are You Doing It?

- Helps you to form plans and control measures for the health and safety of your society, protecting your members and yourselves.
- Is needed to run any events or activities. Is needed for you to be covered by insurance.



**Events/Activities Details**

Activity Name/Type:	
Event Only?	
Location (click to choose):	*Select Location*
If other please specify:	
How Often (click to choose):	*Estimate*
If scheduled, please specify:	

**Who could be affected? (Tick as applicable)**

<input type="checkbox"/> Student Group Members	<input type="checkbox"/> Other Students	<input type="checkbox"/> Visitors/Staff	<input type="checkbox"/> Young Persons (under 18)
<input type="checkbox"/> Pregnant Women	<input type="checkbox"/> Persons with Impairments	<input type="checkbox"/> Contractors	

**Rating Guide**

Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
Impact	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe

**Risk Rating**

Risk Rating	1 to 4 Low (Maintain Controls)	5 to 9 Medium (Consider Improving)	10 to 15 High (Seek to Improve)	16 to 25 Critical (Stop/Actions Required)
-------------	--------------------------------------	--	---------------------------------------	---

**Tip: For a risk assessment, we are usually controlling the "Likelihood" instead of "Impact", so always aim for lowering the rating on "Likelihood"!**

**To be completed by staff**

Date of Issue:	First submission
Date of Review:	(Review before the event take place)

**Tip: Hover over red triangles at top right corner to see tips on how to complete**

Hazard	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)			Any additional controls? (if applicable)
	Likelihood	Impact	Risk Rating (auto)		Likelihood	Impact	Risk Rating (auto)	

**Navigation: Example- Off Campus | Example- Laser Tag (Large) | Example- Online | Student Group Declaration | Activities Overview | On Campus | Off Campus | Online**

# MASTER RISK ASSESSMENT

Please complete and return to [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) by **July 31st 2026**

Group Information	
To Complete #	
Student Group Name:	
Full Names of All Committee Members:	
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
Master Risk Assessment Declaration	
	Signature
I 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	
I 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 organize the activity without a relevant filled assessment	
I understand that if the Student Group holds an event not covered by the 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.	
	To be Completed by Activities & Volunteering Team #
Date Received (Date Completed)	
Assessed By:	

Ready

Example- Off Campus    Example- Laser Tag (Large)    Example- Online    **Student Group Declaration**

The declaration must be completed for us to approve the document, showing signatures and key information.

# MASTER RISK ASSESSMENT

You will also need to complete your activities overview.

This gives us a list of the different activities covered in the assessment and what tabs they are covered by.

Each tab must be labelled. You can do tabs that cover lots of similar activities or you may also need to do tabs for specific activities depending on additional requirements.

Activity		What would be the type of activity/event? (Please x the most relevant options)					Examples of the type of activity/event	
No.	Name of the activity	On Campus	Off Campus	Online	Large Event	Other (Specified)		
EXAMPLE 1	Welcome Week Laser Tag		x		x		On Campus	Examples include: Workshops, Meet & Greet, Committee Meeting, Film Night etc.
EXAMPLE 2	Monthly Society Meeting			x			Off Campus	Examples include: Camping, social night out, competitions, etc.
EXAMPLE 2	Charity Dance Workshop	x			x		Online	Examples include: online meet and greet, committee meeting, etc
1							Large	Examples include: Conference, ball, gala, party, competition, annual showcase
2							Multi-Site (Off Campus)	Examples include: Trip, bar crawl etc.
3							Travel (Specified)	Examples include: Camping, visit to another city, attending competition, performances
4							Training (Specified)	Examples include: Practice for upcoming show, regular dance trainings etc
5								
6								
7								
8								
9								
10								

Example- Off Campus

Example- Laser Tag (Large)

Example- Online

Student Group Declaration

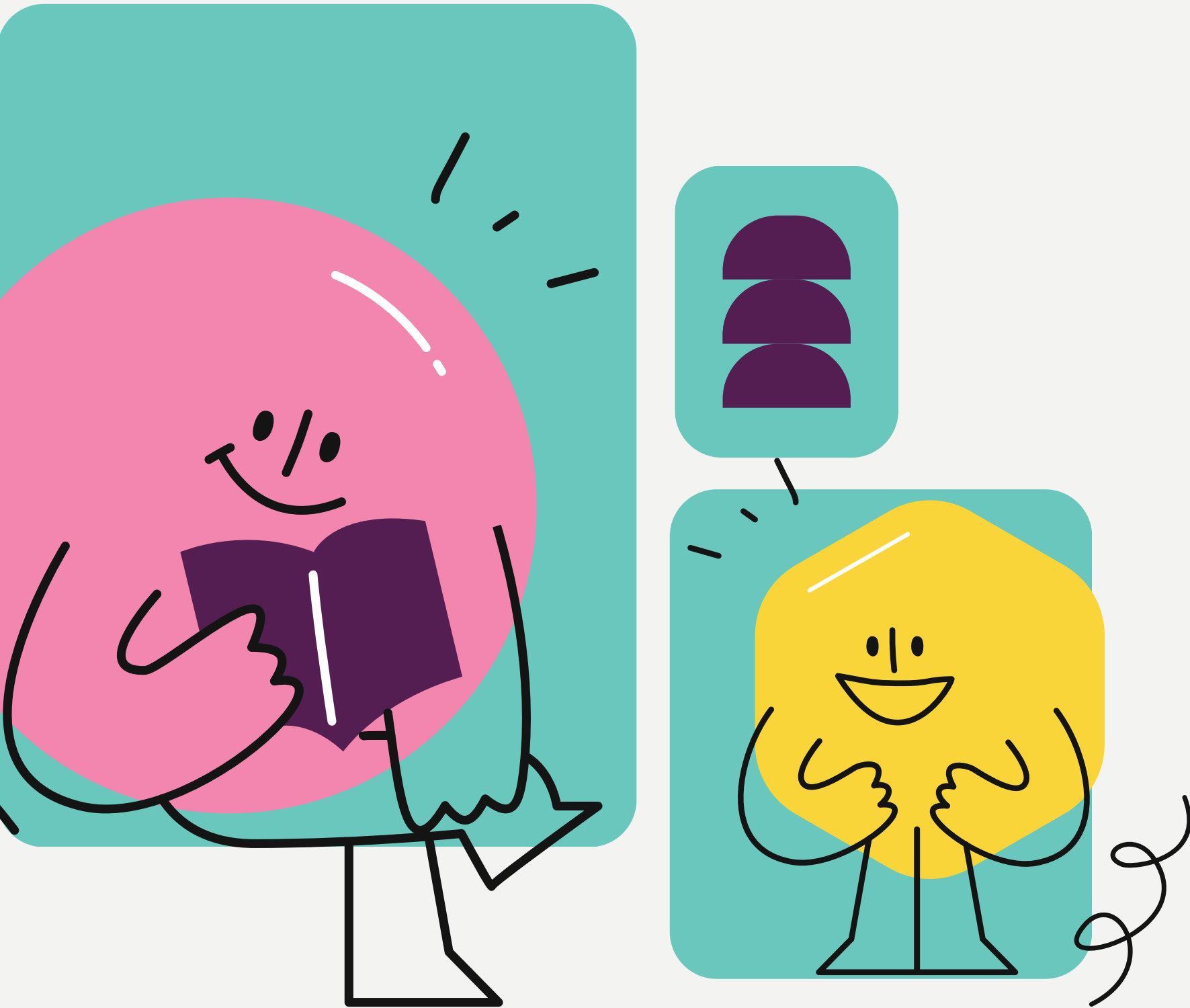
Activities Overview

On Campus

Off Campus

Online





# POLICY AND PROCEDURE

Committee Training 26/27





# POLICY AND PROCEDURES

## Why is this important?

- A crucial part of running a society is hosting events, meet ups and general activities. These must be done safely and through the correct procedures for the success of the event and reputation of the society.

---

- The majority of situations when things go wrong, come from events and socials and often a lack of planning/knowledge of the correct processes.

---

- Policies and procedures come from experience and prevention, not restriction.



# ACTIVITIES REQUIREMENT

✓ All groups\* are 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 Team Leicester department.

✓ Each activity has to be different to another. Recurring bookings will only count as 1 activity .e.g. weekly sessions or training.

✓ Any activities that are committee only, do not count either .e.g. committee meetings/lunch/outing.

✓ Any activities focused around going to a pub/bar or club night, do not count as a suitable activity unless it is a set organised event by committee with a focus that is not drinking .e.g. an awards night at a venue or committee organised quiz night at a bar.





# HOW DO WE TRACK IT?

- 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.





### Development Report – [society name]

This document is to keep track of reports of member/ethics developments and improvements throughout the year in line with community development goals.  
(Think of you as your examples for your reference only and you are welcome to edit things in your template)

#### Lead Committee Details

Name	Position	Contact Email	Monitoring Hours (per week)

#### Coaches/Teachers Involved

Name	Position	Contact Email	Coaching Hours (per week)

#### Member Development Aims and Goals


#### Weekly Report

Date	Attendance	Content/Task	Report	Committee Confirmation
2023.01.01	(insert and remove)	(insert new/topic/round)	(insert notes, developments, notes for improvement and refinements)	(to be completed by another committee member to confirm report for term/year review)

# DEVELOPMENT REPORT

## Why Is It Important?

- Is where you will need to evidence your 3 activities per term.

---

- Acts as a way for your group to keep the SU updated on your development and keep committee on track.

---

- Needed to support grant funding applications, SU Awards nominations and next years handover.





# EVENT NOTIFICATION FORM

## Key Details:

- 2 weeks for standard bookings.
  - 4 weeks for bookings with external visitors/speakers or over 100 attendees.
  - 6 weeks for O2 Academy bookings or large events (over 200 attendance).
- 
- All bookings are done on a first come, first serve basis.
- 
- Not all spaces on campus are available. Please consult the room directory.
- 
- All events or activities, must go through the form, even if they are online or off campus.





# ROOM USAGE

## The Key Details:

- Spaces must be treated with respect. If you cause a mess, clean it up. If you move the furniture, put it back where you found it.

---

- Only the spaces you have a confirmed booking for can be used.

---

- Failure to abide by the terms and conditions of use, could lead to suspension of bookings or even being able to book on campus being revoked.





# EVENT PLANS

**An event plan is compulsory when your event has a large attendance (over 100) or is considered high-risk by the Activities Team.**

**However, it is always useful to use a consistent and cohesive documentation when planning any activity.**



## Event Plan Document

When planning an activity, get your committee together and fill in the document below.  
(Must be approved with completion of your response only and please submit to all things @ your school)

### Project Details

Name	Position	Contact Email	Responsibilities

### Others involved in Planning

Name	Position	Contact Email	Responsibilities

### Basic information

Event Name	
Type of Event	(Public/Private/Professional)
Objectives/Aims	

### Event Details

Proposed Date	(When/By whom)
Proposed Time	
Proposed Location	(When/By whom)
Event Brief	

Target Audience	Number and Name of (Age/Students/Staff)	
Expected Number	Number of attendees (maximum number)	
Isolated Event	Yes <input type="checkbox"/>	No <input type="checkbox"/>

# RECAP: WHAT IS NEEDED?

- ✓ Event Notification Form
- ✓ Risk Assessment
- ✓ Event Plan (For large one off events, or those with over 100 attendees)
- ✓ Might Be Needed: Trip Registration, External Visitor Form, Food Provision Training, Bar Crawl Form





# ALCOHOL AND SOCIALS

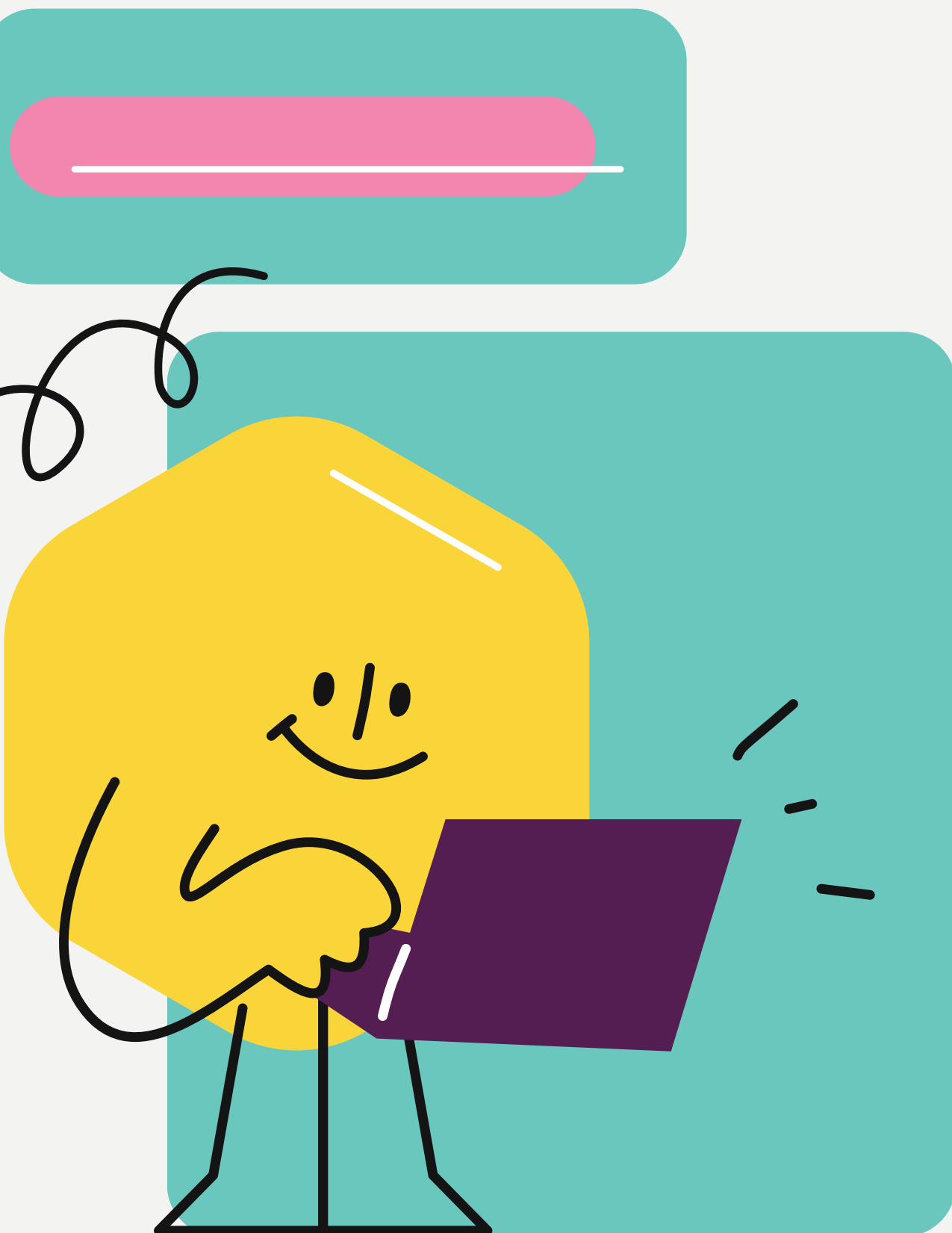
## Key Points:

- White lies or similar socials involving writing on each other are not permitted.

---
- At least two committee members must remain completely sober throughout the event and be responsible for the welfare of all Student Group members.

---
- Initiation, hazing or any activities involving humiliation rituals, are not permitted under any circumstance.

---
- 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.





# SOCIAL MEDIA

## Key Details:

- ✔ Unauthorised use of third-party logos, including the logo of the University of Leicester or connected companies, should be avoided.

---

- ✔ Inclusivity should always be considered, and avoid the use of potentially abusive or discriminative language or images.

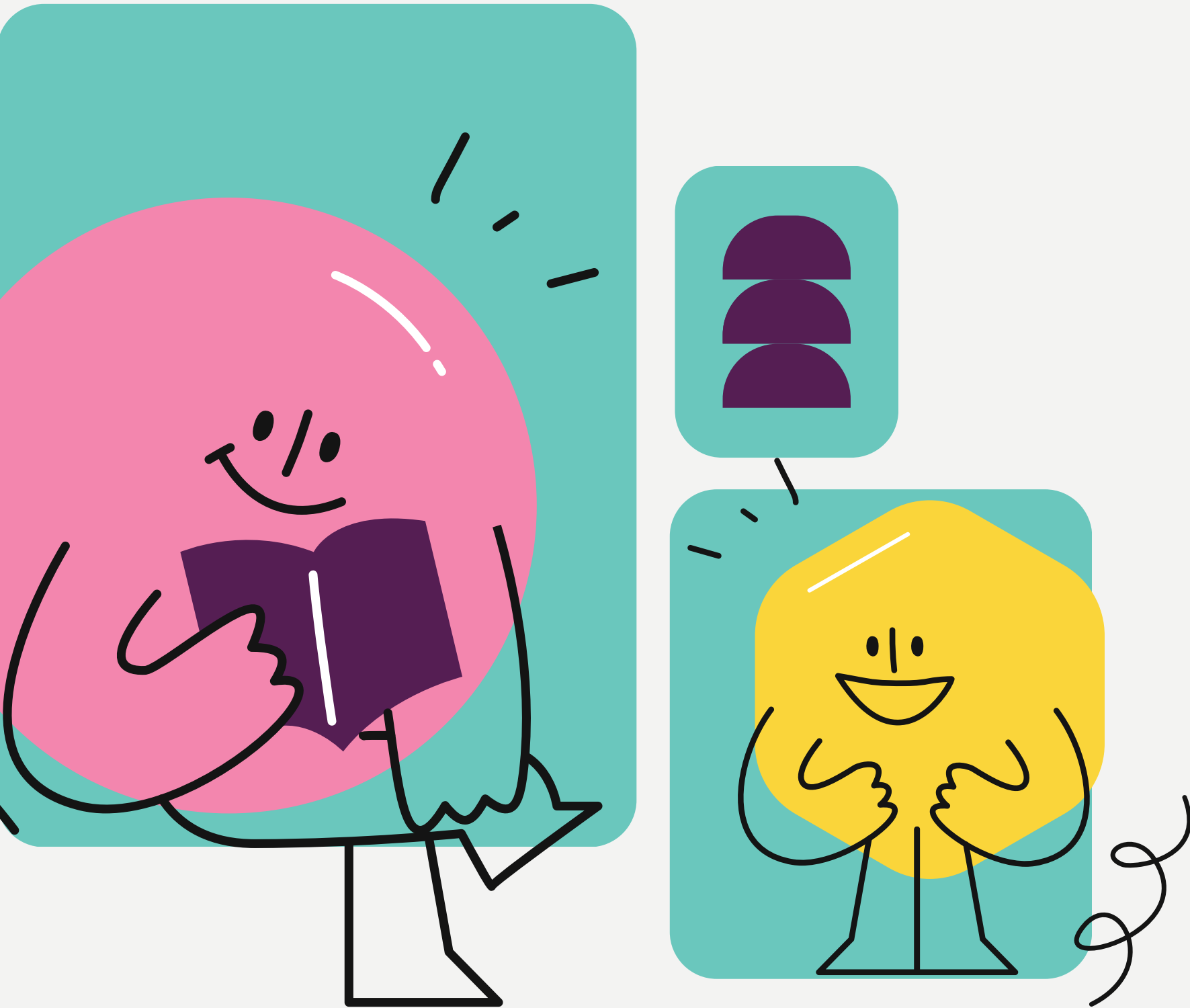
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- ✔ You should not be sharing any committee, members or student disputes, conflict or personal issues.

---

- ✔ Avoid posting excessive drinking on social media platforms.





# WHAT IS AVAILABLE TO YOU?

**Committee Training 26/27**





# WHAT'S AVAILABLE

**There are some committee perks that you might not know about:**

- Post and Parcels

---
- AV Loans

---
- Card Reader and Hot Water Urns

---
- Grant Funding

---
- Participation Opportunities



# FRESHERS WEEK



✔ 22nd and 23<sup>rd</sup> September  
Sign ups open in August.

---

✔ Start planning now! How can you ensure your group stands out, is eye catching and gets attention?

---

A maximum of 2 people can be on a stall at any time.  
No loud music or audio equipment.

✔ No payments can be taken at the stall.  
Food and drink provision must follow the policy.  
Sign ups and forms must follow GDPR regulations.





# THE COUNCILS

**Applications open on the 16<sup>th</sup> July!**

- ✔ **Societies Council:** Grant Funding, New Groups, Procedure and Process Improvement, Group Discussion, Implementation of Changes

---

- ✔ **Sports Council:** Varsity Planning, Feedback Implementation, Sports Recognition, Provisions and Resources Improvement

---

- ✔ **Liberation Council:** Community Support, Working Groups, EDI Discussion, Policy Support and Implementation

---

- ✔ **Sustainability Council:** Sustainable Development Work, Campaigning and Community Building, Advocation



**QUESTIONS OR TOPICS YOU WANT  
TO KNOW MORE ABOUT?**