

Society Lead Handbook

Your Name:

Your Society:

Welcome!

and thank you for volunteering to be a society leader!

Leading a society is a wonderful, rewarding and fun experience where you get to build communities and help UCB students find their people.

This guide will provide you all the information you need during your time in the role. However, if you are ever struggling to find an answer your question, the Communities Team at UCB Guild is here to help! You can get in touch by emailing us at Society.Support@ucbguild.co.uk, or pop by at the Guild in the Moss House foyer.

People like you are a vital part in ensuring a positive university experience, and we are so excited to work with you and seeing what your society does.

Have a great year, and good luck!

–UCB Guild of Students

What is the Guild?

The Guild is UCB's Students' Union (SU). It is a student led membership organisation, which is independent from the University; all students automatically become members upon enrolment, completely free of charge.

The Guild is led by three elected Officers who have all been studying at UCB. They're supported by a handful of administrative staff, and joined by other Trustees to oversee the running of the Guild as a charity.

The Guild is a student-centred, student-led organisation. That means we invite students to put themselves forward every year to stand for an election in which all students at UCB can vote – FE, HE, and Apprentices. The three elected Officers make the political decisions and are responsible for making your views heard at UCB and creating the changes you want to see.

Elected Officers



Soham – Education
Officer

Kushi – Equalities &
Wellbeing Officer



Mahdeen –
Societies &
Activities Officer 4



What is a society leader?

Your main responsibility will be to ensure that your society is running smoothly and in accordance with SU procedures and code of conduct. The following list highlights some of the main things you will get up to as a Society Lead:

- Facilitate regular meet ups, including securing venues, resources and funding as well as promoting your group
- Ensure regular communication with the SU Attend relevant training and meetings
- Create inclusive, welcoming and accessible communities
- Remain legally compliant, in areas such as health and safety, GDPR and the Equality Act
- Organise a society committee election at the end of the academic year

Signposting Students

While a society leader, students will see you as someone they can trust. You may find that your society members may disclose personal details or issues they are facing with their course. You are not a counsellor, mediator or doctor. If you are unsure on how to respond in these situations, you can signpost the student someone who is better trained:

The Guild

You can signpost students to the Guild if they have any safeguarding concerns.

The Guild will respond appropriately and help figure out next steps.

You can email our the Guild Safeguarding lead Muriel at muriel@ucbguild.co.uk or come speak to us in person at the Guild office for any safeguarding concerns.

Arrange an appointment



Report anonymously



Speak out & Support

The Sexual Harassment and Misconduct Support Services provides a safe, confidential space where you can talk and be heard.

If you or a society member have experienced sexual harassment or misconduct, you can share what happened in one of two ways which feels most comfortable for you.

1. You can arrange an appointment with one of the advisers by completing an online form.
2. You can report what happened via an anonymous report.

How to get started

DIVIDING WORKLOAD

The Guild wants to ensure you that you have the freedom to run your society committee in any way which suits you.

Setting Objectives

Set objectives for the academic year, whether that is to organise as many events as possible, reach an achievement if you run a sports club, or engage with as many students as possible – make sure that all your committee are on board of the objectives.

Committee Meetings

We recommend having regular committee meetings throughout the academic year.

Responsibilities

If it works for you, each committee member can take on a specific role, for example, one person is responsible for submitting paperwork and managing administration, one responsible for running the social media pages, and one person responsible for running sessions on the day.

There is no one way of running your society; different things will work for different people.

Remember: It is important delegate workload at the start of the academic year. Ensure that you communicate with each other with kindness and respect to keep a positive working relationship.

ORGANISING EVENTS

The nature and frequency of your events is entirely up to you. If your society membership comprises of Higher Education (over-18) students only, you can host events on campus, off-campus or online. If your membership includes Further Education (under-18) students, you must inform us via email to society.support@ucbguild.co.uk if you plan any off-campus events.

When planning your events, think about what could attract new members and keep them interested. There is also no harm in asking your members what they would like to see. and this can give you a good starting point for planning.

The rules and and key points for organising your society events is outlined in the committee training.

To access the training, please scan this QR code:
If you are unable to access the training, please email us at society.support@ucbguild.co.uk



A year in the life of the Guild

SEPTEMBER – FRESHERS

The start of the year is when engagement is at the highest. Book a stall at the Welcome Fest Societies Fair and plan what you want to do during the first few weeks!

OCTOBER – BLACK HISTORY MONTH

There are a variety of liberation related celebrations throughout the year, such as BHM. Consider how you can involve your society in these. If you would like to but are unsure, speak to our team!

NOVEMBER – MOVEMBER, DIWALI

For our South Asian Societies, we welcome you to collaborate with the Guild to organise a Diwali Celebration.

DECEMBER

Christmas themed events. Remember, not everyone in your society will celebrate Christmas, so consider how you can arrange inclusive events.

JANUARY Exam season.

FEBRUARY – REFRESHERS, FEBRUARY INTAKE START AND LGBTQ+ HISTORY MONTH

Think about recruiting students from the February intake (if you're still open to new members!)

MARCH – WOMENS HISTORY MONTH, OFFICER ELECTIONS

Consider running for one of our Officer roles!

MAY – SOCIETY AGMS, GUILD AWARDS

By May, you should organise your society AGM to elect the new committee and prepare your handover.

APRIL – EASTER BREAK AND ASSIGNMENTS SEASON

Students start to become busy in this period, so expect engagement to drop.

JUNE – AUGUST

Use the summer to prepare for the upcoming academic year. The Guild is still available to help with any queries during the summer.

A year in the life of society

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

APRIL

MAY
Society elections

SUMMER

Funding your society

There are multiple ways to fund society activity, including fundraising, charging a membership or applying for direct funding from the Guild.

SOCIETY MEMBERSHIP

As a society, you are eligible to charge a membership fee for when students sign up. Fees will be added directly to your society pot when memberships are purchased. You can view your transaction history and allowance via the 'Manage your Group' page on the Guild website.



**Manage your
Group here**

REMEMBER: If you charge a membership fee, you need to be sure that the funding goes back into the society. Whether that is by funding a social, or buying products for your society, make sure that it is spent to good use.

Sport clubs charge a higher membership to cover some of the cost associated with them, such as instructors, court hire, equipment, kit. 10% of the membership fees is transferred to the club's allowance to be spent on anything additional. **11**

Funding your society

SPONSORSHIP

Societies can fund their activities through sponsorships. If you have contact with a business about sponsorships, please let us know by email society.support@ucbguild.co.uk with the details.

FUNDRAISING

Societies can fundraise for society activities, for example through bake sales. If you would like to do this, please get in touch with us via the Society Support inbox so we can help you set something up.

SOCIETY DIRECT FUNDING REQUESTS

Societies can submit a funding bid to request for extra funding when needed. You must submit the bid at least 4 weeks before it is needed.

Access society Funding Bid form here



Please note that strict rules apply to charitable fundraising due to the Guild being a charity.

Societies are not allowed to fundraise for individual students, for example to fund final projects.

What to do when you're unsure

It is absolutely normal to sometimes feel lost or confused about what you are doing, especially when you are a first time society leader. Here are some resources you can turn to for some help:

EMAIL SOCIETY SUPPORT

For non-urgent questions, you can email society.support@ucbguild.co.uk and the Guild's communities team will endeavour to respond within 2-working days.

CHECK OUT THE GUILD WEBSITE

On the Guild website, we have a page dedicated to society resources. You can access by scanning this QR code:



BOOK A MEETING WITH US

You can book a meeting with us via the 'Book a Meeting' page on the Guild website.



STUDENT GROUP DROP-IN

You can come along to the Guild's societies drop-in session scheduled on every 3rd Wednesday of the month. Drop-ins will be held in the Guild office, or online via Team upon request.

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