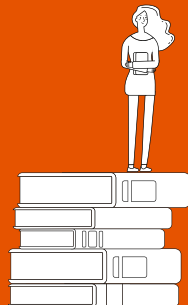




EDGE HILL
STUDENTS'
UNION

ACADEMIC SOCIETIES HANDBOOK 2023-24



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Hello...

from your Students' Union Presidents!

Welcome to the Students' Union Academic Society handbook.
This information will give you an overview of what an Academic Society is and how you can get involved.

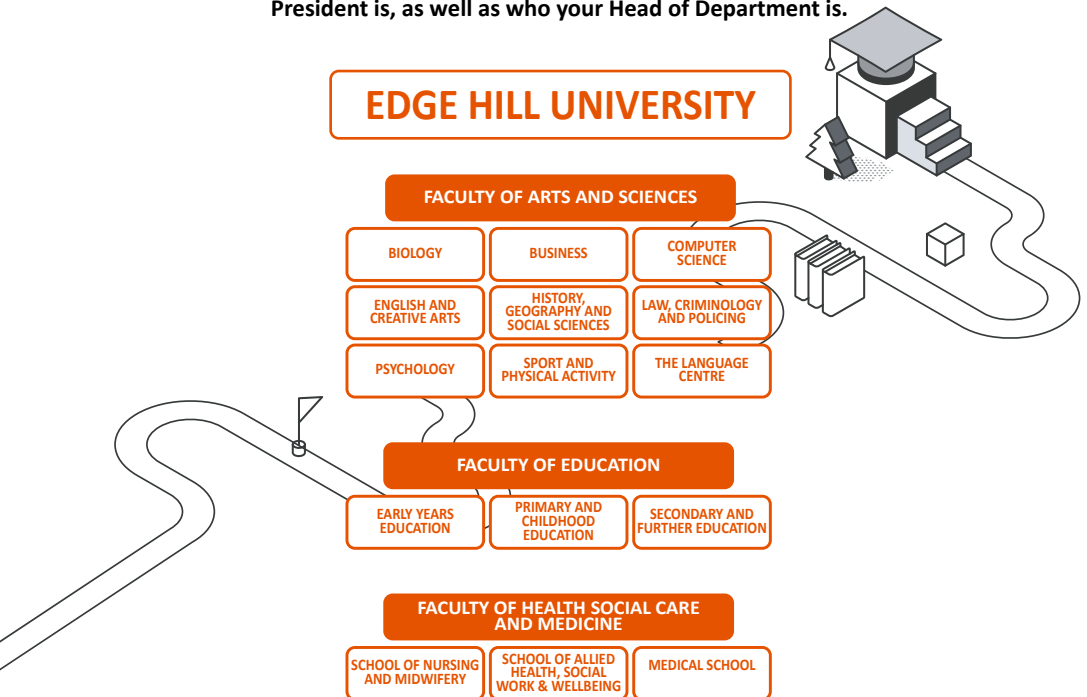


This handbook is your guide to any questions you may have about Academic Societies.
If there's anything you're unsure about or if you feel like there's a gap in your knowledge,
please get in touch via email: suengagement@edgehill.ac.uk.

The University Structure

Within the University, there are three academic faculties, housing multiple departments.

The course you study on fits in to one of these departments. Knowing where your course sits in the University structure is helpful as it will help you to identify who your Faculty President is, as well as who your Head of Department is.



What is an Academic Society?

Here at Edge Hill Students' Union, societies are at the heart of what we do. They are communities set up and run by our student members. Societies consist of like-minded individuals who share common interests, passions or hobbies and organise several events and activities within their communities.



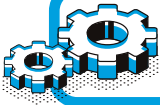
WELCOME

- Welcomes new members annually.
- Provides support in the transition from school and college into higher education.
- Peer support and mentoring new members to help settle in, get involved in activities and develop skills and knowledge.



SOCIAL

- Social activities for members, such as networking events, conferences, speaker talks, day trips, and nighttime events
- Provide opportunities to make friends, connect, learn, and build relationships and confidence



ADVOCACY

- Provide support for the interests of the members influencing university decisions
- Help students to understand their rights and solve problems.



REPRESENTATION

- Represent at subject, programme and faculty level ensuring student feedback is gathered and delivered to the university.



CAREERS

- Provide opportunities developing professional skills and knowledge in finding dream job.
- Support students to be successful in their course both practically and digitally.
- Workshops and training for public speaking, networking and time management.

How do I join a society?

You can join as many societies as you like by signing up on the Edge Hill Students' Union website.

First, you need to activate your Students' Union account using your university email address.

How are societies run?

Academic Societies will be made up of several committee positions. If the society wishes to create another role, then the SU would support this. The Officer positions will aim to deliver the five core functions as detailed previously.



PRESIDENT

- Lead representative of the Society
- Oversee the direction of the group
- Champion groups beliefs and aims



SECRETARY

- Leads and organises administration within the society
- Communicates with the group keeping members interested and involved



TREASURER

- Leads and plans the groups finances avoiding debt
- Understands budgeting and be trustworthy

WELCOME & SOCIAL OFFICER

- Welcomes, mentors, and supports members
- Organises and plans events and activities
- Builder of friendships and booster of confidence



ADVOCACY & WELFARE OFFICER

- Triages to advice and distributes university service information such as wellbeing support
- Supports Feedback Reps in their roles



REPRESENTATION OFFICER

- Gathers and delivers feedback
- Attends Boards as lead student representative of the department
- Supports Feedback Reps in their roles
- Communicates effectively with academic staff

CAREERS OFFICER

- Develops members in providing networking and career opportunities
- Works with Careers
- Promote events



Become a Committee Member

If you wish to apply to become a committee member please scan the QR code and complete the Microsoft Form.



COMMITTEE ROLES



PRESIDENT

The President is the lead representative of the Group and the person who oversees the activities, providing support, advice & guidance to the other committee members and overseeing the direction in which the group is heading. This person should have a good understanding of the group and champion its beliefs and aims.

Responsible for:

1. Being a spokesperson or figure head of the group - Maintaining good communication with the SU, the University and beyond.
2. Chair all group meetings – ensure that everything is covered, and everyone gets their say.
3. Coordinating other elected positions of responsibility within the group.
4. Always keep the aims and purpose of the group in mind.
5. Maintaining Enthusiasm, be passionate and driven in the group's activities.

SECRETARY

The Secretary is the backbone of the group and ensures everything runs smoothly. Communication is key to the role, keeping all members in the loop so everyone stays interested and involved. This person should be approachable and organised.

Responsible for:

1. Sending and receiving group emails and post
2. Arranging and informing members of any meetings, creating agendas and taking minutes at meetings.
3. Booking spaces and venues as well as managing and maintaining equipment.
4. Maintaining up-to-date records of memberships and contact details and ensure members are registered to the group online.
5. Ensuring key information is passed on to all members.

TREASURER

The Treasurers role is all about the money, from knowing where the groups' finances stand at any point to planning ahead and avoiding potential debt. This person should understand budgeting and be trustworthy.

Responsible for;

1. Learning & understanding the Students' Union financial Systems.
2. Keeping track of all income/expenditure and ensure the committee and members are regularly informed.
3. Collecting any monies and ensuring that all funds are paid into the Groups account held with EHSU.
4. Submitting funding applications within the SU and to wider organisations.
5. Co-ordinate fundraising.

WELCOME & SOCIAL OFFICER

The Welcome & Social Officer role is all about ensuring members feel a sense of belonging. This person should have a passion for building friendships and planning/delivering events.

Responsible for;

1. Welcoming new members annually.
2. Providing support to members in the transition from school and college into higher education.
3. Peer support and mentoring new members to help settle in, get involved in activities and develop skills and knowledge.
4. Organising social activities for members, such as networking events, conferences, speaker talks, day trips, and nighttime events.
5. Facilitating opportunities to make friends, connecting, learning, and build relationships and confidence with one another.

ADVOCACY & WELFARE OFFICER

The Advocacy & Welfare Officer role is all about supporting members and communicating with them the support that is available from the Students' Union and University. This person should have a passion for welfare, influencing decisions, problem solving.

Responsible for;

1. Providing support for the interests of the members influencing university decisions.
2. Help students to understand their rights and solve problems.
3. Working closely with the Advice Centre and Commercial team in triaging advocacy and welfare issues.
4. Reserve in attending board meetings as the deputy lead representative.

REPRESENTATION OFFICER

The Rep Officer role is all about representing members and giving them the confidence and support to have a voice at Edge Hill and be heard. This person should have a passion for negotiation, debate and problem solving.

Responsible for;

1. Representation at subject, programme and faculty level ensuring student feedback is gathered and delivered to the university.
2. Supporting Feedback Reps in their roles such as developing methods of gathering feedback.
3. Attending board meetings as the lead student representative from each department.
4. Encouraging members and Feedback Reps to attend SSCFs and Programme Board meetings innovating new ways to amplify student voice.

CAREERS OFFICER

The Careers Officer role is all about providing members with all the necessary tools and experiences to develop themselves for future jobs. This person should have a passion for developing students, organisation and networking.

Responsible for;

1. Providing opportunities for members to develop professional skills and knowledge in finding dream job.
2. Supporting students to be successful in their course both practically and digitally.
3. Organising workshops and training for public speaking, networking and time management.

Become a Committee Member

If you wish to apply to become a committee member please scan the QR code and complete the Microsoft Form.



Money



All society funds are kept in a central SU Societies bank account.

This is managed by the SU Finance Team.

Societies use their account for the following:

- Collect payments, such as membership fees and grants.
- Make purchases for items such as hoodies, food, or resources.

Fundraising

Fundraising is at the core of many of our societies and we are committed to supporting you to achieve your fundraising goals.

There are two main ways in which a society might choose to raise money:

1. Raise money for your society

this could be to help fund an event or raise money for new supplies.

2. Raise money for a charity

some groups might decide they want to nominate a core charity which they will raise money.

Society Grants

To help societies continue to grow and to reward those groups who are proactively getting involved at Edge Hill, we offer two grant opportunities for societies:

• Development Grant

Societies can apply for up to £500 per year to fund the development of their society, e.g. attend a conference or complete a course.

• Fifty Members Grant

This grant of £100 is automatically awarded to societies who reach 50 members.



Career opportunities

Being part of a society can benefit your career, for example.

- Volunteering hours of committee members can count towards the Edge Hill University Extra Edge accredited volunteering award
 - Gaining skills and experience to boost your CV.
- Gaining recognition through awards schemes such as the university's Extra Edge Volunteering Award and the National Societies and Volunteering Awards

Events

Throughout the year societies run a huge number of events, these are great opportunities to learn new skills, promote your society to prospective members and have fun! Plus, we have all the resources to help you to make your event a success.

Some successful events ran regularly by our societies have included:

- Performances
- Guest speakers and workshops
- Fundraising e.g. quiz nights and bake sales
 - Trips
- Conferences



Frequently Asked Questions

How much should I charge for a membership fee?

We recommend charging a small fee, such as £3, to cover the costs of resources and fund society activities. Be mindful that high membership fees can create a barrier to students joining your society.

What is a society constitution and risk assessment?

A constitution is an agreement between a society and the SU which outlines the rules and expectations for all society committees and its members. Risk assessments are documents which evaluate potential hazards and risks for society events and activities.

If approved, society committees will meet with the SU team, who will guide you through the process of completing these documents.

For further queries about societies, please email suengagement@edgehill.ac.uk



Useful Contacts

Engagement Team: suengagement@edgehill.ac.uk

Advice Team: suadvice@edgehill.ac.uk

Comms Team: sucomms@edgehill.ac.uk

Finance Team: sufinance@edgehill.ac.uk

Students' Union Elected Officer Team

Maggie Lam, Education President: Maggie.Lam@edgehill.ac.uk

Annie Mapesa, Arts & Sciences President: Antonnette.Mapesa@edgehill.ac.uk

Health Social Care & Medicine President: Position to be filled.

Nikhil Pau, Manchester Campus President: Nikhil.Pau@edgehill.ac.uk

e Hill Students' Union Advice Centre

SU Advice Centre

www.edgehillsu.org.uk/advice

EHU Student Services www.edgehill.ac.uk/departments/support/studentservices/

EHU Let Us Know www.edgehill.ac.uk/departments/support/studentservices/let-us-know/

EHU Careers www.edgehill.ac.uk/departments/support/careers/

@edgehillsu

