

Society Committee Training

Brought to you by your Students'
Union



EDGE HILL
STUDENTS'
UNION

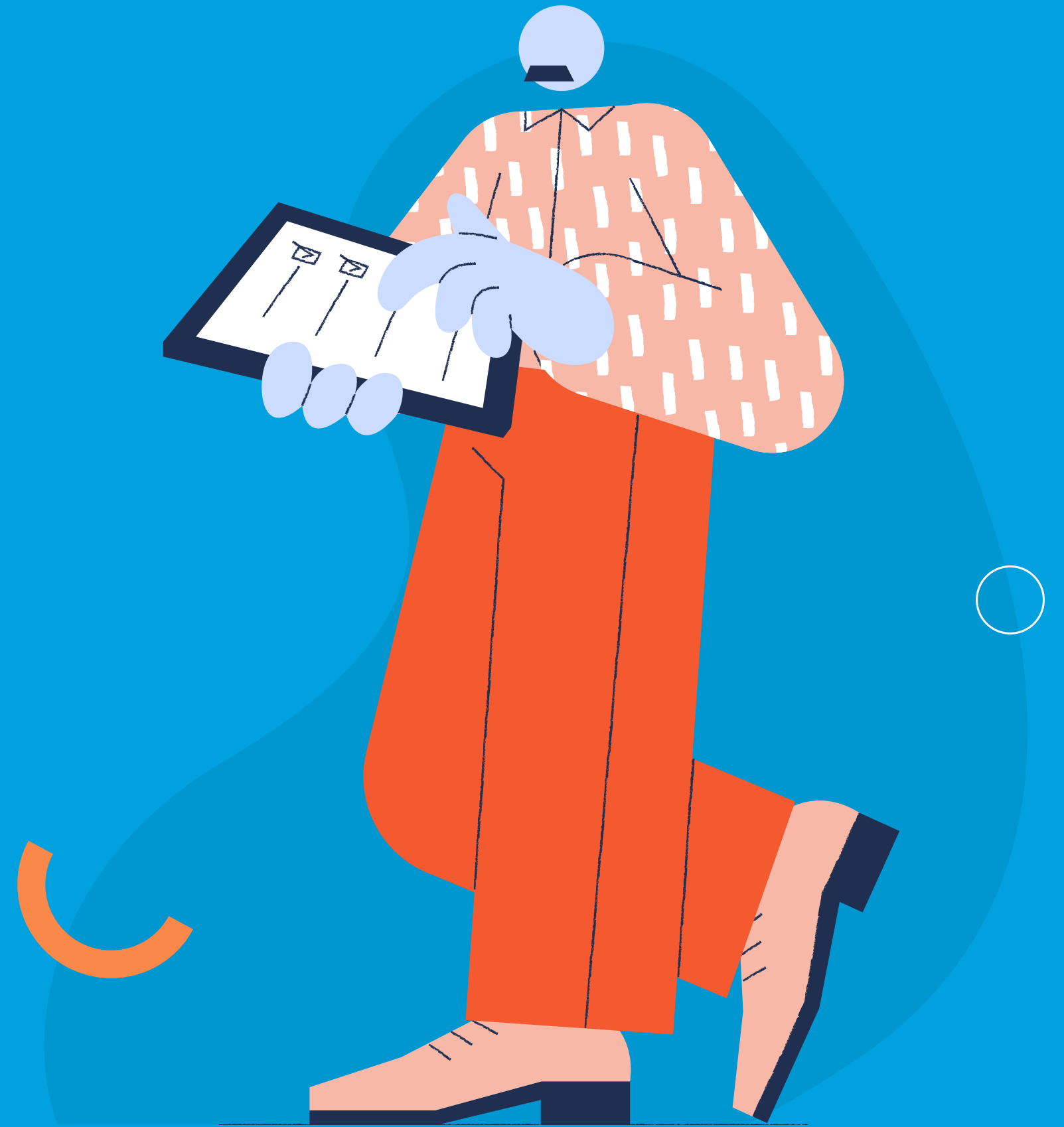
Housekeeping



Overview

Today's session will cover:

- **Intro and affiliation**
- **What is a Society?**
- **What makes a great Society?**
- **How we can support you**
- **Events 101**
- **Finance**
- **Access and Inclusion**
- **Q&A**



Introduction to the Students' Union

Edge Hill Students' Union is an independent charity with a mission to give EHU students the best university experience possible and ensure that all student voices are heard, valued and acted on!

EDGE HILL
STUDENTS'
UNION

Who are we?

MEMBERSHIP

Activities
Societies
Academic Societies
Elected Officers
Campaigns

COMMS & MARKETING

Social Media
Graphics
Newsletters
Branding

ADVICE

Free Independent
Confidential Advice
on Academic Issues,
housing landlords
and more

COMMERCIAL SUBWAY

Red Bar
Online Shop



Elected Officers



PAIGE RIVERS

Health, Social Care &
Medicine President

[@fohscmpresidentehsu](#)



ORNA MURPHY-HORTON

Arts & Sciences President

[@faspresidentehsu](#)



MAGGIE LAM

Education President

[@foepresident_ehsu](#)



Our strategy

Transparency & Accountability – Your right to know what is happening in your Union.

Collaboration - The Students' Union will encourage and support every student to pursue their interests and shape their future.

Advocacy - The Students' Union will make sure that we understand what matters most to our students and take effective action accordingly



Let's take a quiz



What is a Society?

Societies are student-led groups that bring together people who share common interests by offering regular, varied and inclusive activities

.Societies at EHSU can support students by creating a sense of belonging, doing activities together, and develop their knowledge and passion about a specific topic

THE COMMITTEE

Committee Zone

SECRETARY

The one who ensures everything runs smoothly. Communication is the main job of the secretary, keeping the group members in the loop so everyone stays interested and involved.

02

PRESIDENT

The lead representative of the group, oversees the activities, and oversees the direction in which the group is heading. Presidents should have a good understanding of the group and champion its beliefs and aims.

01

TREASURER

All about the money, from knowing where the group's finances stand at any point to planning ahead and avoiding potential debt. This person should have an understand of budgeting and be trustworthy.

03

Why are you part of a society? and why should students join a society?



Additional Committee Roles

Providing that the President, Secretary and Treasurer roles are filled, societies can add additional committee roles. Here are some examples of roles we have seen from our societies:

- Equality and Diversity Officer
- Social Media Coordinator
- Social Secretary
- Accessibility Officer

Does anyone have any ideas for other additional roles and how they might be used?



An effective Committee

- Communicates effectively with each other.
- Keeps all the team members in the loop regarding society events, decisions, and other important comms.
- Seeks input from their members on what they'd like to see from the society.
- Acts in the best interests of the membership
- Sets shared goals.
- You can have a general society account on Gmail, some societies do this as a main email address to communicate from





ACTIVITY

What are you most excited about this year?

...and what are be your fears/concerns



What makes a great society

- Regular activities for students. Even something as small as a regular Whatsapp message or coffee and chat can make a massive impact.
- Follow EHSU processes and procedures.
- Regularly communicate with your members.
- Act as positive ambassadors of EHSU.
- Get involved with student-led projects and fundraising opportunities.



WHAT YOU CAN EXPECT FROM US

- Dedicated support for planning your events and activities
- Opportunities to get involved with further training and campaigns
- Society resources
- Support with comms and social media

Above all, we're here to be your personal cheerleaders!

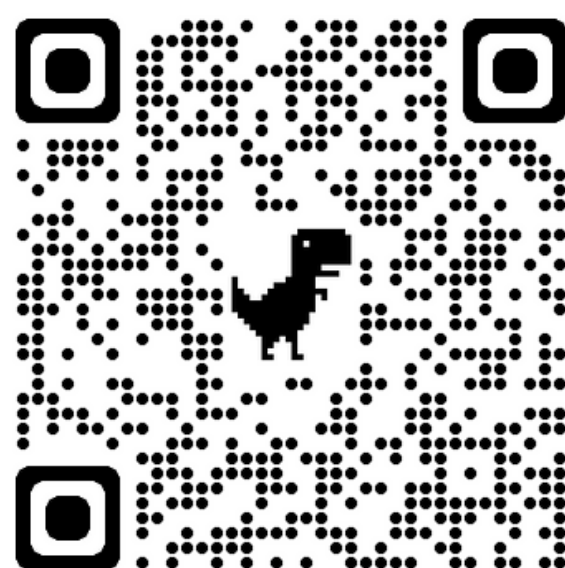
Affiliation

To become an affiliated EHSU society, you must complete the following steps:

- **Complete your constitution**
- **Complete your annual risk assessment**
- **Become a member**



Constitution



Annual Risk
Assessment



Please send completed documents to
suengagement@edgehill.ac.uk

Who are the Marketing & Communications Team, and what do they do?

Societies have special access to the Edge Hill Students' Union Marketing & Comms team.

We run the EHSU social media, website, and offer press, photography and videography opportunities.

We work with societies and officers to tell the world about the amazing things you do.

General
sucomms@edgehill.ac.uk

Emma Burnie
Content Creator
Burniee@edgehill.ac.uk

Cara Gaskell
Content Creator
cara.gaskell@edgehill.ac.uk

What we **can** and **can't** do...

CAN

- Professional photography and videography sessions
- Share good news stories with local and national press
- Provide official EHSU assets for you to use in your own content
- Shoutouts in weekly newsletters (4,000+ student audience)
- Offer writing opportunities through EHSU Blogs
- Promote events on social media (stories only)*

CAN'T

- Create graphics for your society
- Main feed posts to promote your events
- Promote external services and products
- Mass email communications

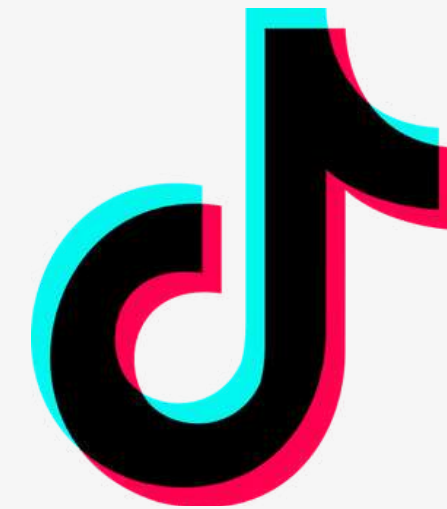
*if it is a collaborative event with the SU then we will create graphics and share this

Social Media

Tag us @edgehillsu

Message us! Sometimes posts can be missed. If you have a post about an event that you're hosting, or a good news story, you can always message us to ask if we miss it.

EHSU reserves the right to not share society posts.

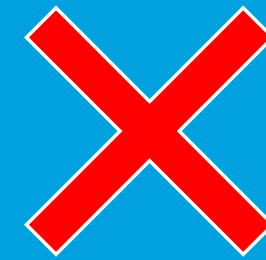


Branding

Societies are part of Edge Hill Students' Union.

Please do not use EHU in your social media handles. If you need to use an acronym, please use EHSU.

Please do not use the University logo. All societies will receive a graphics pack to help build their brand.



Edge Hill University
Example Society
@ehu_examplesoc



Edge Hill Students'
Union Example
Society
@examplesoc_ehs
u



REMEMBER!

Any content published on online or in-person channels under your society's name must uphold the values of EHSU and its Equality and Diversity policy.

Press Releases

A press release is a comms package sent out to news outlets.

Good society news stories may be sent to **local and national press**. The press may feature the story in their coverage.

Keep us in the loop – tell us about your stories and events!



EHSU Blogs

Any students are welcome to submit blogs for EHSU Blogs.

Ideal for creative writers, journalists, storytellers, campaigners.

‘Day in the Life’

Call to arms

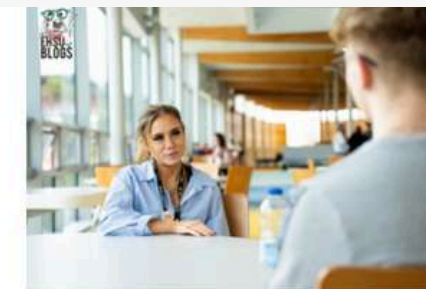
Opinion pieces

Historic accounts

Pitch ideas via email: sucomms@edgehill.ac.uk



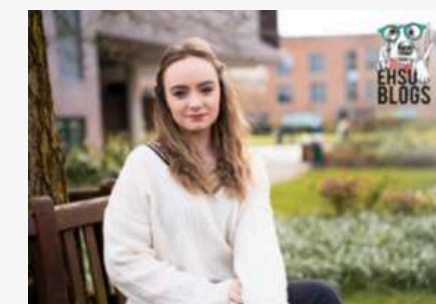
Menstrual Hygiene Day 2024 | Emma Butler
28 MAY 2024



Approaching a Friend | Paige Rivers
09 MAY 2024



Stress Awareness Month: How to Tackle Exam Stress | Erin Mills
29 APRIL 2024



Three little words... | Endometriosis Awareness Month
27 MARCH 2024



Rescue Mission: No man left behind | Hannah Burton
22 MARCH 2024



Bear with me I'm going through it!
14 MARCH 2024

Other University Departments

EHSU is **independent** from the University and not directly affiliated with any other EHU departments.

For data protection purposes and to ensure we give you the correct support, all communications and collaborations should be facilitated by EHSU. **You are welcome to work with other departments, but you must let us know ahead of time.**

If EHU staff contact you, please let us know via email: suengagement@edgehill.ac.uk.



Edge Hill
University

Questions?

Email us: sucomms@edgehill.ac.uk

Instagram, Facebook, TikTok, LinkedIn:
[@edgehillsu](#)



Society Graphics Pack

Events 101

Have a clear event aim in mind– think about how this event links to your aims and society objectives.

Large scale events or trips require lots of planning, so get in touch with us early so that we can help you plan your next big activity.

Ideally, you should come with a plan and a list of stuff you want to put out. We will be as flexible as possible and will work together to support you deliver your event.

Ensure you determine how much funding you need for the event, if you have enough money on your bank account, or if you prefer creating a ticketed event.

When planning your event, make a list of absolutely everything you need to do to make it successful. On this list include dates of booking deadlines, costs associated and contact details. These will be necessary when speaking with us.

EHSU must know about your activities and every event must have an EHSU approved risk assessment. This is to keep you and your members safe!

OTHER THINGS TO CONSIDER

- Accessibility - can all students take part?
- Cost- is it affordable?
- Inclusive- is it inclusive for all students?
- Communication- how can you get the word out?
- Sustainability- what waste are you producing and where are you sourcing materials?

Where to host my meeting or event



- If possible, on campus would be great, as you are covered by the Students' Union insurance.
 - Interested in hosting an event? Let us know and we can collaborate, whether this be via a stall in the Hub, or in our new SU building.
- 

Room Bookings

Rooms can be booked via the Societies Room Bookings Form here:

<https://www.edgehillsu.org.uk/main-menu/get-involved/start-a-society>

Essential Information for Booking:

1. The start and end date of your booking
2. The capacity of the room you will need (most cap at 30).
3. Any accessibility requirements you might have for the space
4. Should you already have an idea of a specific room you would like, let us know.
5. Give enough notice – ideally as early as possible to avoid potential rooms already being booked



Guest Speakers

Guest speakers can be invited in by societies for educational, social or campaigning purposes.

To invite a guest speaker, you must complete the guest speaker form, allowing 4 weeks notice.

REMEMBER:

Ensure you don't advertise the speaker until approval has been given.

Once you have completed the form, please send to suengagement@edgehill.ac.uk for approval.

Make sure your risk assessment reflects the nature of the event and a copy has been sent to us.



Off Campus Activity

When taking a group of students off campus for an event, trip or competition, you must complete an off-campus activity document.

This is a register to record names and contact numbers of those attending.

A copy of the register should be given to Campus Support, and one to the SU Engagement Team. You should also keep a copy on you in case you need to contact anyone on the trip.





Fundraising

There are two ways that you might choose to raise money as a society:

- Raise money for your society
- Raise money for a charity

Just Giving



Raising money for your society? The SU have a Just Giving account which each society can utilise when raising money for their group.

Benefits:

- Promotion
 - Members can fundraise for your society
 - QR code generation
- 



Fundraising Checklist

- ☒ Research
- ☒ Purpose
- ☒ Set your goal
- ☒ Logistics
- ☒ Budget
- ☒ Assign roles
- ☒ Promotion
- ☒ Post-Fundraising





What is a Risk Assessment?

A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

As societies, you will be required to complete two types of risk assessments:

- Annual Risk Assessment
- Additional Risk Assessment

Please send completed documents to suengagement@edgehill.ac.uk

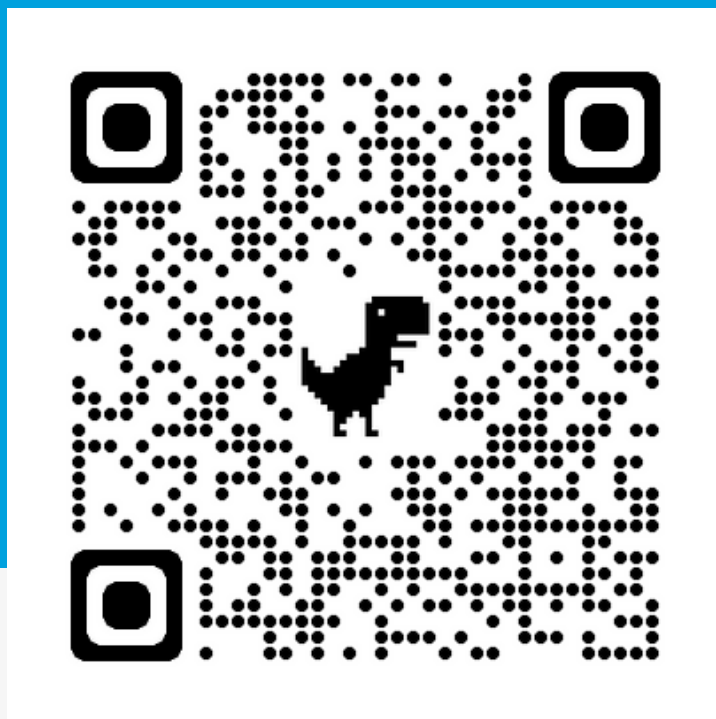
Bank Account

- The SU holds one bank account for all society funds, the split of this between different societies is kept on a database and updated regularly by our finance team
- You can request a balance check at any time by emailing our finance team at sufinance@edgehill.ac.uk
- **Members can not have access to the online bank account or access to a bank card**



Income

How to get funds into your group account:



Donations from external funders

Some groups may receive one off or recurring donations from organisations, for example from a local business.

02

Membership fees

This is the money that students pay when signing up as a society member

01

Collection from Members

Societies may collect money from its members for a specific purpose, e.g. to purchase personalised hoodies.

03

Membership Fees

- What are they?
- Why are they useful?
- What should we charge?
- What should we use the money for?

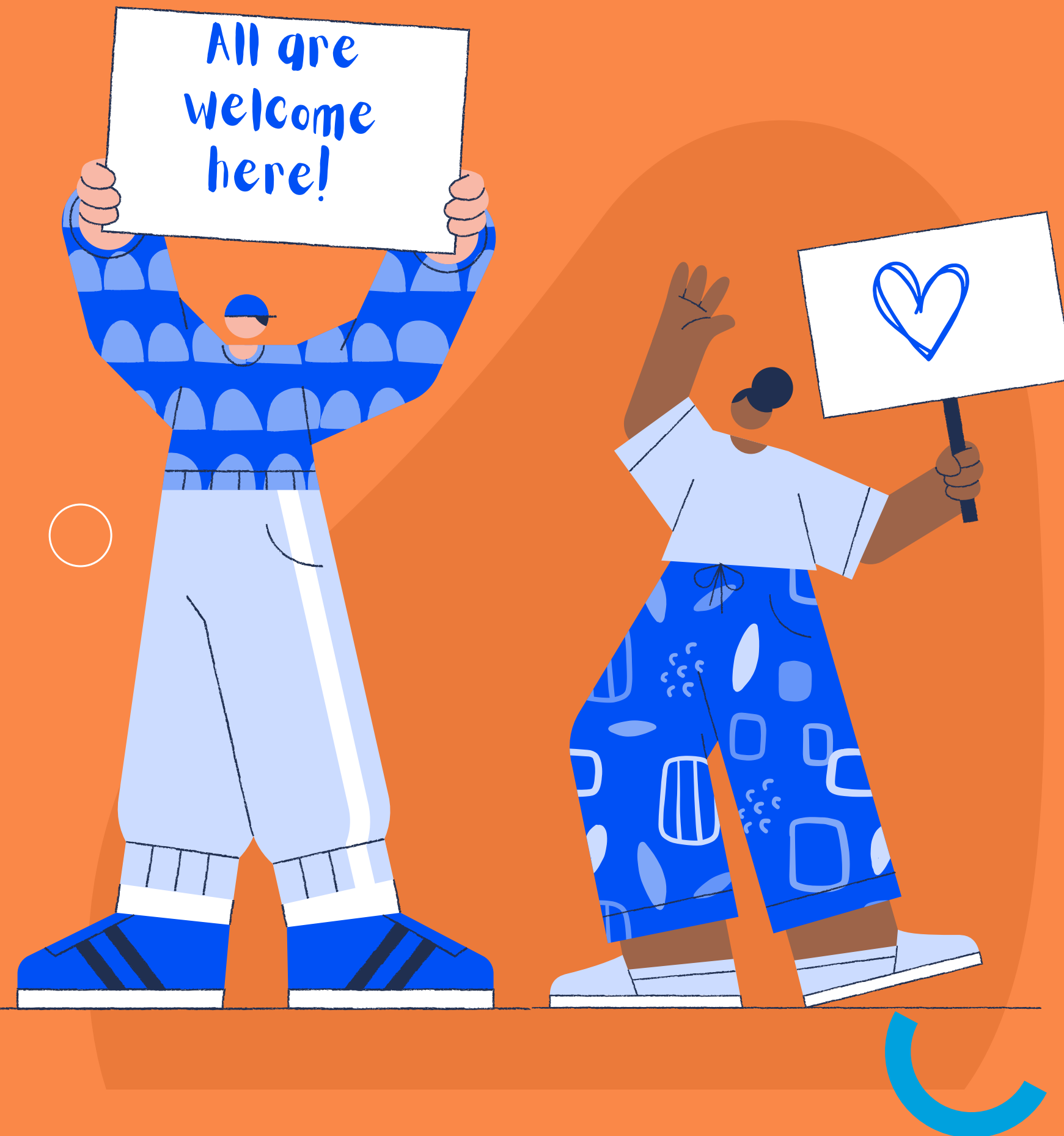


Inclusivity

As part of the societies constitution, we ask all groups to be as open and inclusive as possible, and this starts with the committee.

Best practice to create an inclusive culture:

- Hold meetings in accessible Locations
- Normalise sharing preferred names and pronouns
- Outreach into different communities
- Make reasonable adjustments to promote inclusivity



Diverse Events

Every society should aim to hold a range of events to ensure as many students as possible feel included.

When looking at your events calendar you should consider:

- Holding some non-drinking socials/events
- Sensory requirements
- Cost of activities



CONDUCT

Members must recognise that they are a representative of EHSU and Edge Hill University and behave accordingly at all times whilst taking part in society activity.

01

As per the society constitution all members are bound by the Universities Code of Behaviour and EHSU's Equality and Diversity statement.

02

Any society member suspected to have breached the above regulations may be reported to the University.

03

Complaints

All students have the right to report another students behaviour within a society (and / or committee members) to the university student resolution team on the following grounds

Bullying

Harassment

Discrimination

Assault

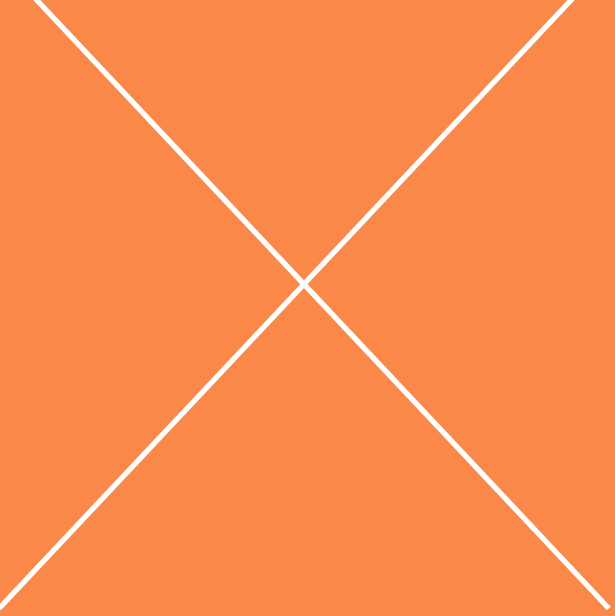
Drug Offences

Threatening
Behaviour

Complaints can be submitted through EHSU's Advice Team, appointments can be made via the Students' Union website or can report directly to the student resolution team via studentresolutionsservice@edgehill.ac.uk



Removal of a Society Member



- Authorised staff reserve the right to exclude a member from a society on the basis of behaviour and suspected breaches of the EHU Student Disciplinary Regulations.
- To remove a committee member, if no compromise can be reached within your group, you can initiate a vote of no confidence. This can be called by 20% or 15 members (whichever is greater).
- This should be a very last resort; support can be provided by the SU Engagement team.



Got Questions?



Scan me!