

Society Committee Training

Brought to you by your Students'
Union



EDGE HILL
STUDENTS'
UNION



Overview

Today's session will cover:

1. **Intro & Affiliation**
2. **Careers**
3. **Comms & Marketing**
[BREAK]
4. **Risk Assessments, Health & Safety**
5. **Finance**
[LUNCH]
6. **Union Cloud & CPL**
7. **Native**
7. **Events**
[BREAK]
8. **Inclusion and Conduct**
9. **The Year Ahead**





01

Intro & Affiliation

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?

ENGAGEMENT

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
Stone Willys
Red Bar
Online Shop



Elected Presidents

Antonnette Mapesa
Arts & Sciences
President



Maggie Lam
Education President

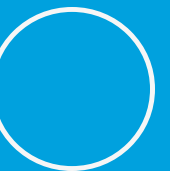


Nikhil Pau
Manchester Campus
President



VACANT

Health, Social Care & Medicine
President





What is a Society?

IN 2021/22, WE HAD:

70+

Societies

2,500+

Sign ups

100+

Events and
activities

£2k+

Raised for charities



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 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

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

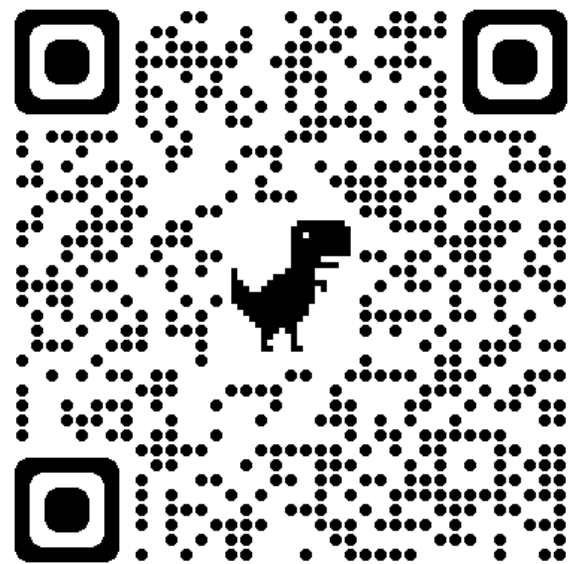
Does anyone have any ideas for other additional roles and how they might be used?



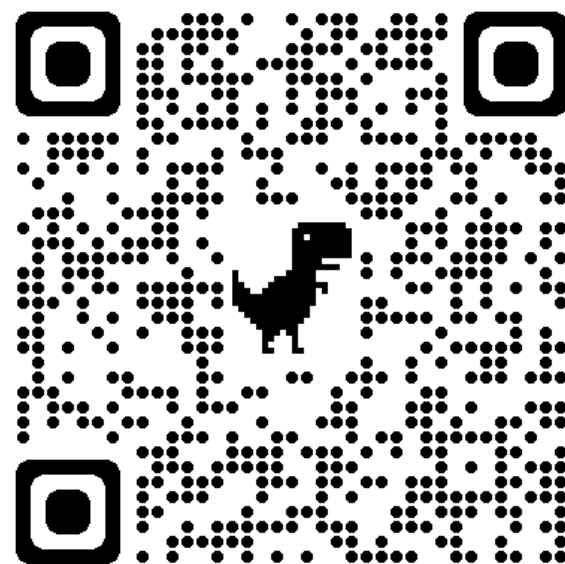
Affiliation

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



02

Careers (*Debby & Matt*)



03

**Communications &
Marketing** *(Emma)*

What is the Communications Team?

Societies have special access to the Edge Hill Students' Union communications 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
Marketing & Communications Officer
Burniee@edgehill.ac.uk

TBD
Social Media Content Creator

Ed Haynes
Communications Coordinator
edward.haynes@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/retweets only)*

CAN'T

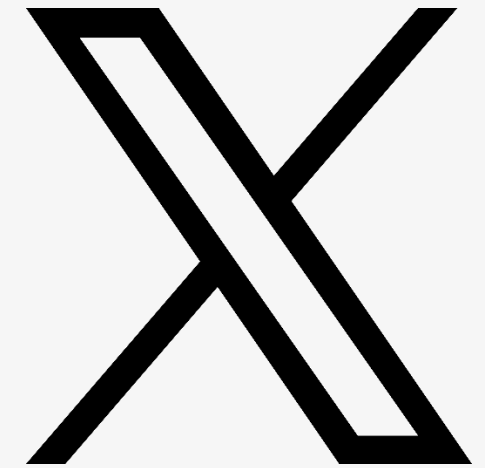
- Create posters for your events
- Main feed posts to promote your events
- Promote external services and products
- Mass email communications

► Social Media

Tag us @edgehillsu

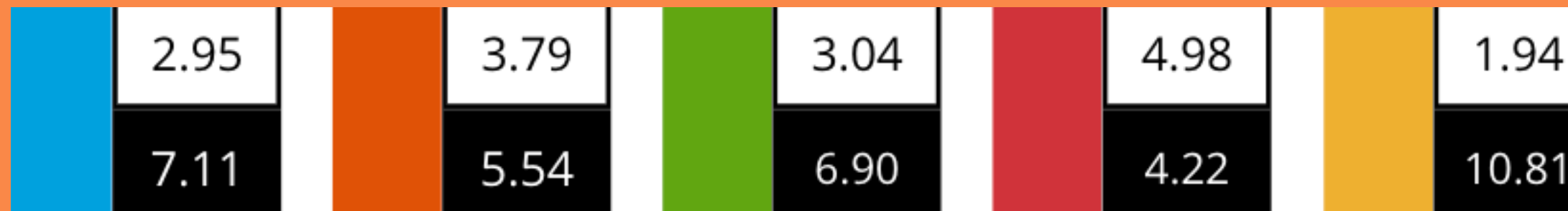
Message us! Sometimes posts can be missed. If you have a post about an event that you're hosting, you can always message us to ask if we miss it. EHSU reserves the right to not share society posts.

EHSU reserves the right to not share society posts.



Social Media – Accessibility

- **Captions**
- **#HashtagsRules**
- **Busy backgrounds**
- **Colour Contrast** – The suggested contrasts for text on coloured background requires text to have a minimum contrast ratio of 4.5 (and 3 for large text)
- **ALT Text/Image description** – When possible, add ALT text ASAP after a scheduled post goes out, or add Image Description to the bottom of a post or in a comment (pinned when possible). Use [] to indicate the start and end of the image description. If there is text on the image, put this at the start of the description in speech marks. Image description is more detailed and alt text. ALT text should be kept within 10–15 words max where possible. Never start with "Photo of" or "Image of".

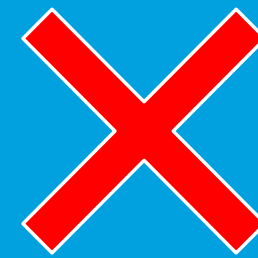


Branding

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

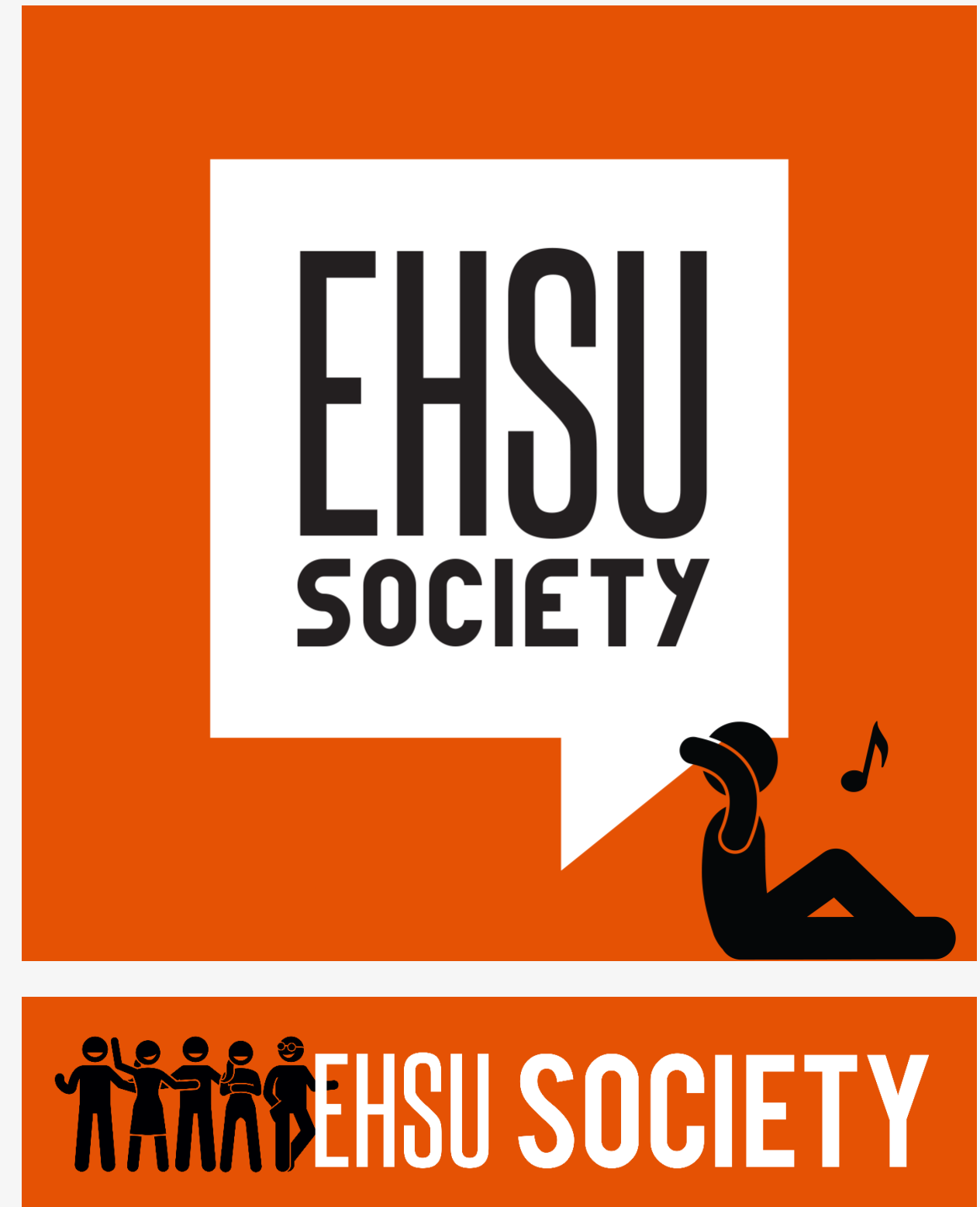




Graphics pack

You can use this graphics pack to design your society logo, posters, and graphics for any events you plan.

The graphics pack can be found on the Committee Zone section of the EHSU website.





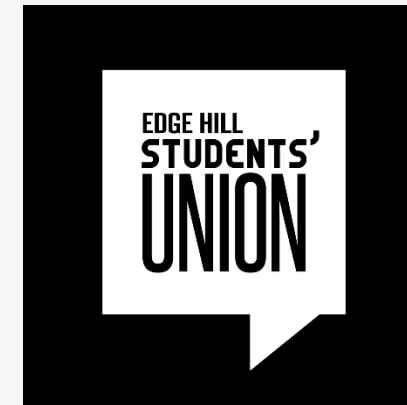
**POSTER FRAME
A4/A3**



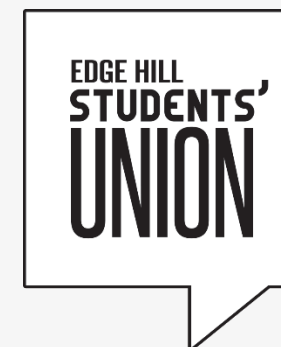
BANNER



TRANSPARENT LOGOS



LOGOS





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!



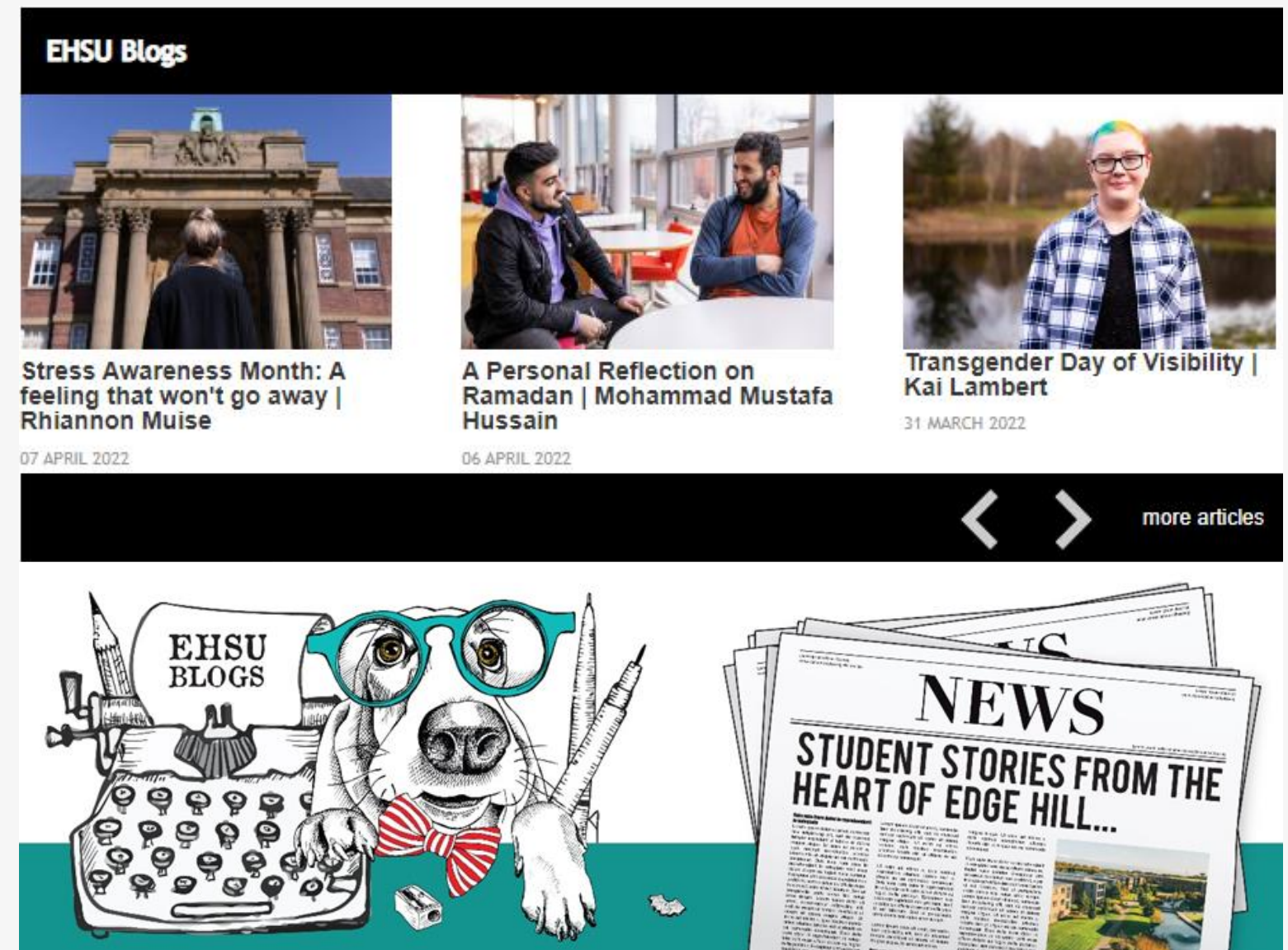
EHSU Blogs

Blogging through the EHSU website.

Ideal for creative writers, journalists, storytellers, campaigners.

'Day in the Life'
Call to arms
Opinion pieces
Historic accounts

Pitch ideas via the Comms Form.



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: sucomms@edgehill.ac.uk.



**Edge Hill
University**

Communications Request Form

Use the Communications Request Form to ask for:

- Videography and Photography sessions
- Content for newsletters
- Blog pitches



Questions?

Comms Request Form



Email us:
sucomms@edgehill.ac.uk

Twitter, Instagram, Facebook,
Tiktok:
[@edgehillSU](https://www.instagram.com/edgehillSU)



Society Graphics Pack



BREAK



04



Risk Assessments, Health & Safety



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

Risk Matrix

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
LIKELIHOOD	1 Rare	1 NO ACTION	2 NO ACTION	3 MONITOR	4 MONITOR	5 MONITOR
	2 Unlikely	2 NO ACTION	4 MONITOR	6 MONITOR	8 ACTION	10 ACTION
	3 Possible	3 MONITOR	6 MONITOR	9 ACTION	12 ACTION	15 URGENT ACTION
	4 Likely	4 MONITOR	8 ACTION	12 ACTION	16 URGENT ACTION	20 STOP
	5 Almost Certain	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP

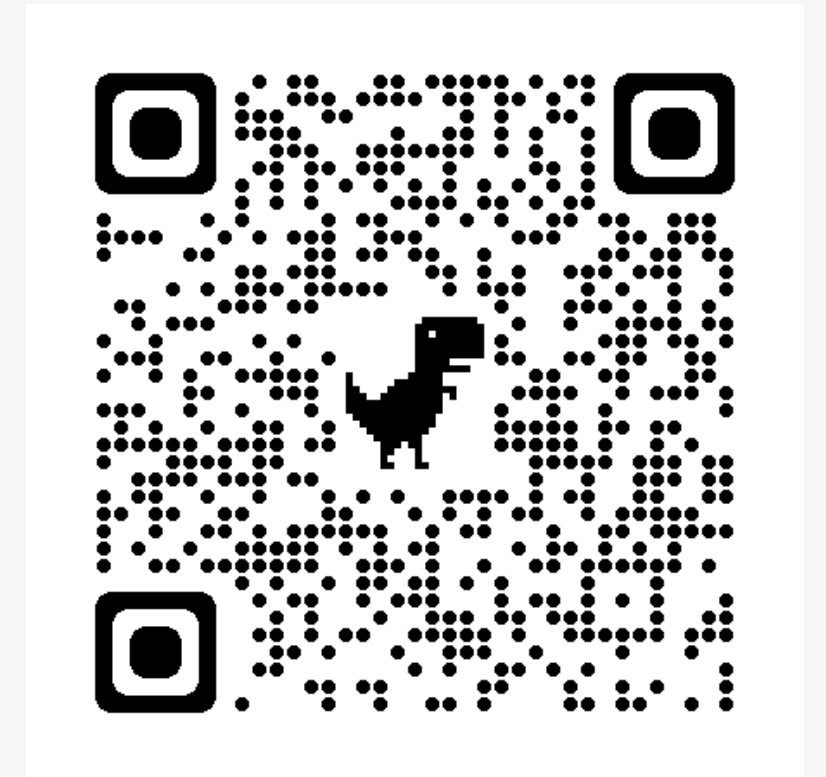


Insurance

Endsleigh Personal Accident Insurance Plan for Students

To be covered, you must:

- ☒ Complete the affiliation process (constitution and risk assessment)
- ☒ Become a member via the SU website



Insurance Documents

All claims should be sent to sufinance@edgehill.ac.uk



05

Finance

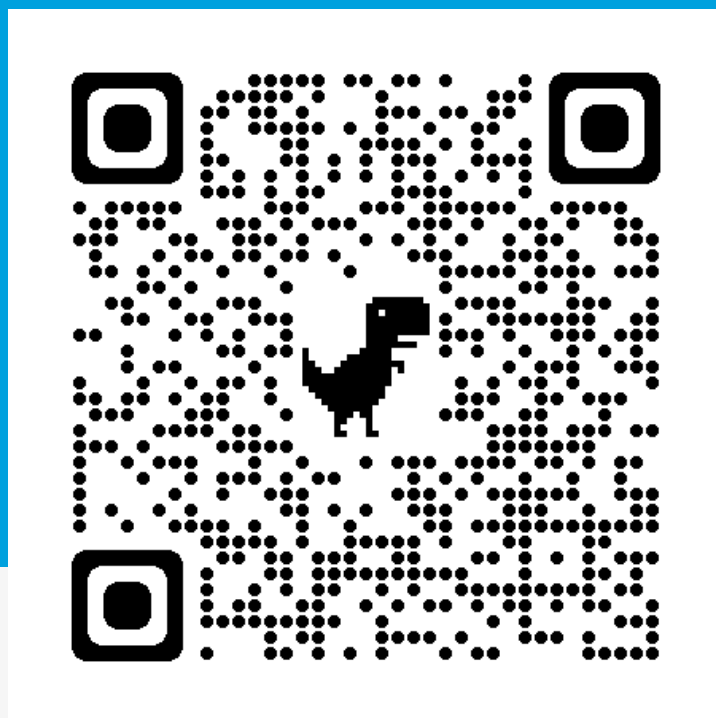
Bank Account

- 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

► Expenditure

How to spend your group funds:

Spend your own money and
reclaim it back from your
society funds

01

Arrange for a supplier to
invoice your society

02

Liaise with the finance team to
make a purchase on your
behalf using the SU
mastercard, which will be
transferred from your society
funds

03

Membership Fees

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





Grants

The SU offers two types of grants for students:

01

£100

Fifty Members
Grant

02

**Up to
£500**

Development
Grant



[Example Grant Application](#)



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



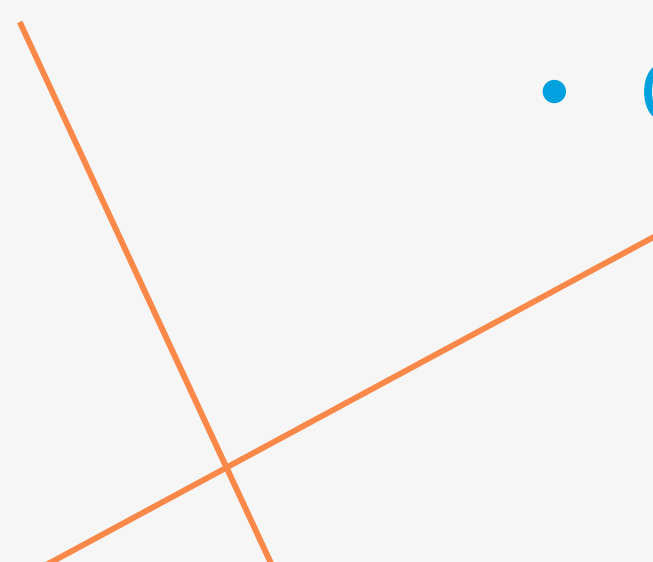
Just Giving



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

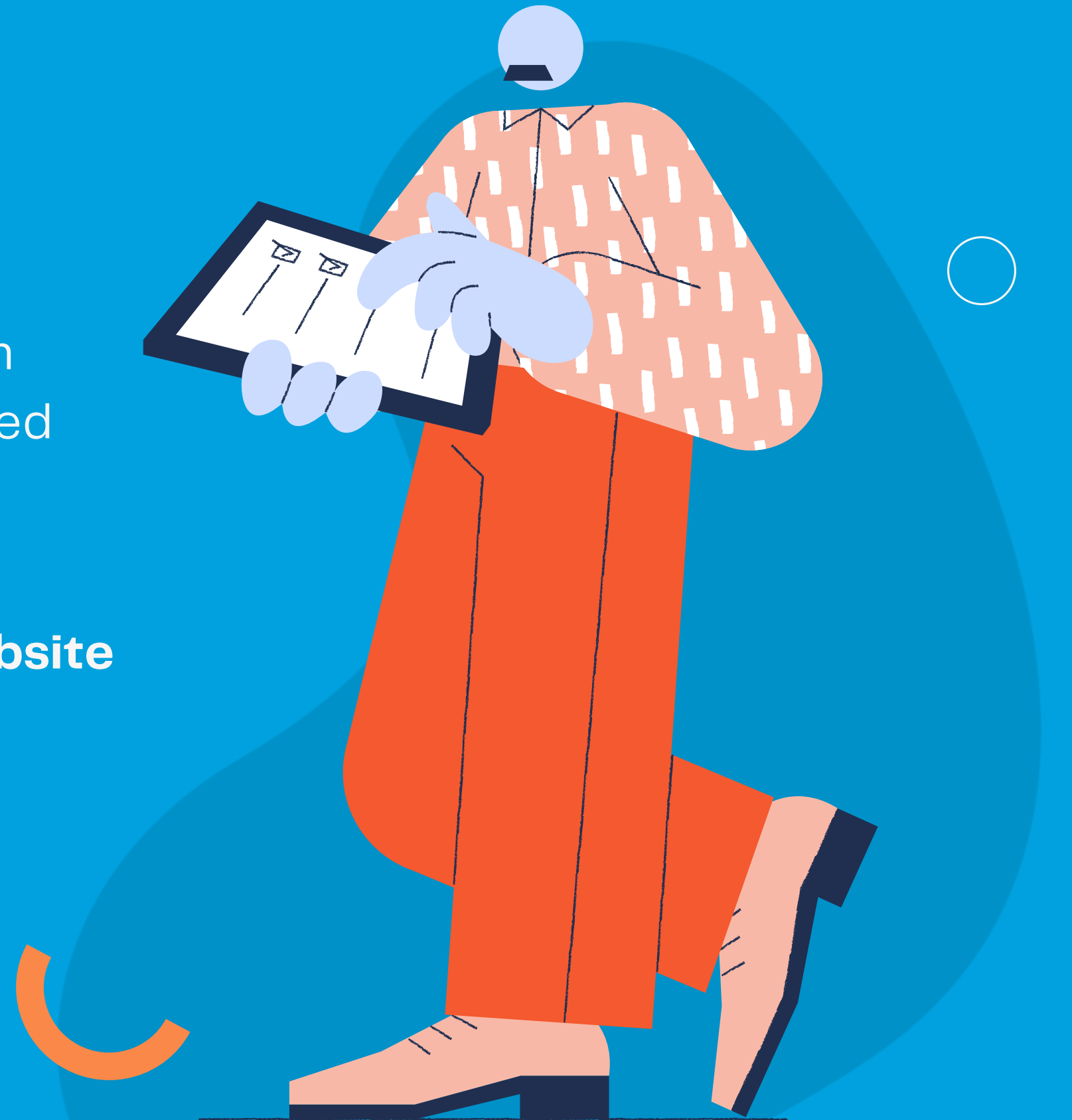


Charity Law Regulation

Fundraising for a charity is a regulated practice, which means that there are standards and laws to be followed

THINGS TO BE CONSIDERED:

- Check the charity is registered on the Gov.uk website
- The NUS Student Fundraising Guide
- The Code of Fundraising Practice
- Fundraising transparency





Fundraising Checklist

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





LUNCH



06

UnionCloud & CPL



UnionCloud

Union cloud is the Students' Unions website provider. It is through the back end of this website that you will manage your society webpage and functions.

In order to obtain admin access you will need to be signed up to the society page.





Functions



Example Society Page

Through Union Cloud Admin access, you can access the committee dashboard, which will allow you to do the following:

☒ View a membership report

☒ Edit your webpage



Choose Group Ballroom and Latin Dance

Select the group to load the dashboard.

Group Summary



BALLROOM AND LATIN DANCE

EHU Ballroom/Latin society is an extra-curricular group that provides EHU students with different dance backgrounds to come and...

Configure Group



Your Members



1
APPROVED MEMBERS

0
APPROVAL PENDING

Manage Webpages



ADD COMPONENTS

News & Articles



0
ONLINE

0
DRAFT

Manage Events



0
UPCOMING EVENTS

0
EVENTS ON PROMOTION

Actions

Example Society Page

Every Society webpage should include:

- ☒ Logo
- ☒ Description
- ☒ Contact Details
- ☒ Social Media Handles



Please complete this by 29th September



Continued Professional Learning (CPL)



As a Students' Union, we can provide you access to a Continued Professional Learning Platform, which will allow you to complete courses to upskill yourselves within your committee roles.

There are some useful courses on this portal which will be available to you throughout the year.

These training modules won't just benefit your role as a committee member, but they can also help your own professional development, so they might come in handy when writing your CV or applying for jobs.





Continued Professional Learning (CPL)



We'd like at least one member of your committee to complete the Fire Safety Awareness Course.

- Emergency First Aid Awareness**
- Health and Safety**
- Slips, Trips and Falls**
- Allergen Awareness, including Natasha's Law**
- Equality and Diversity**
- Food Safety Level 2**
- Disability Awareness**





07

Events

Events

When planning an event, you should consider the following:



Activity (take 5 minutes to pick an event you might like to run and think about the following:

- **What is the event?**
- **What resources will you need to run it?**
- **Who is the target audience?**
- **Can you think of any barriers to the event going ahead?**





► **Where to host my meeting or event**

- **On campus or off campus**
 - **Space or stall in the Hub**
 - **SU's Venue**
- 
- 

Room Bookings

Rooms can be booked via the Societies Room Bookings Form.

Things to consider:

1. Time and Date of booking
2. Approximate numbers of those attending
3. Any requirements you might have for the space
4. Give enough notice



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.
- ☒ 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.





08 **Native** *(Marvin)*



BREAK



09

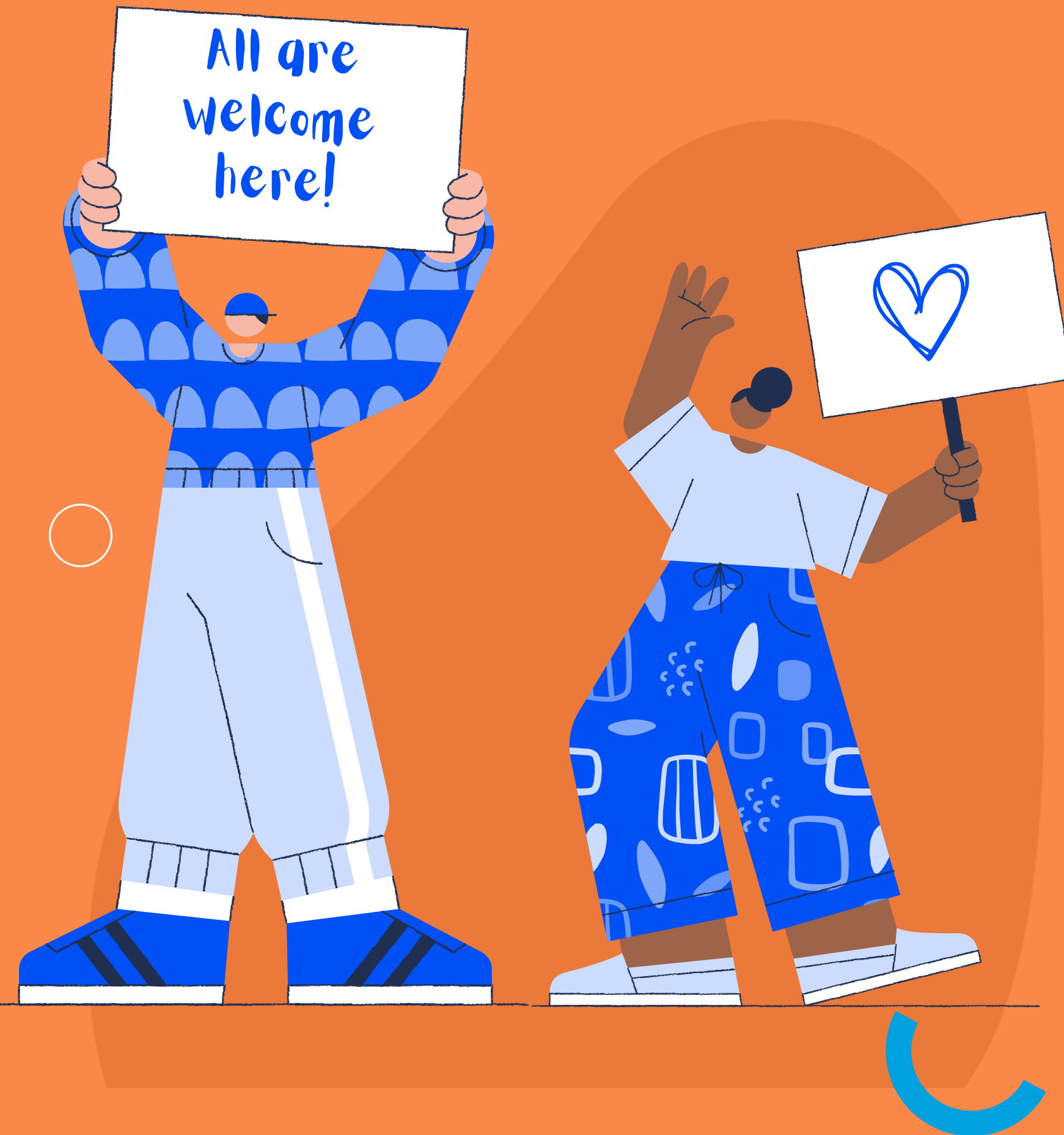
Inclusion and Conduct

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.



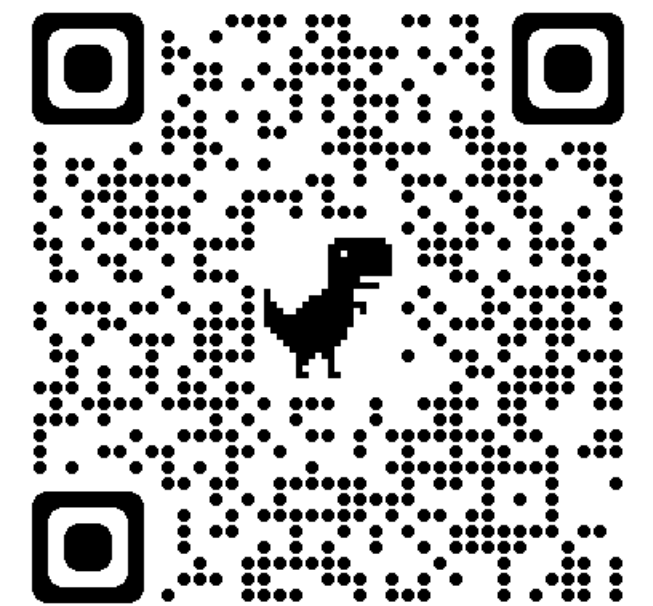


Signposting

Within your role, you may be approached by students asking questions, or seeking help with a particular issue. You're obviously not trained professionals, so you should feel empowered to direct students to an appropriate service, rather than taking on the issue yourself.

Useful services:

- SU Advice Team – suadvice@edgehill.ac.uk
- Student Resolution Service – studentresolutionsservice@edgehill.ac.uk
- Catalyst Helpdesk – spld@edgehill.ac.uk
- Wellbeing Team – studentwellbeing@edgehill.ac.uk
- Uni's Let us Know form
<https://www.edgehill.ac.uk/departments/support/studentservices/let-us-know/>



SU Advice Team
Appointment
Booking





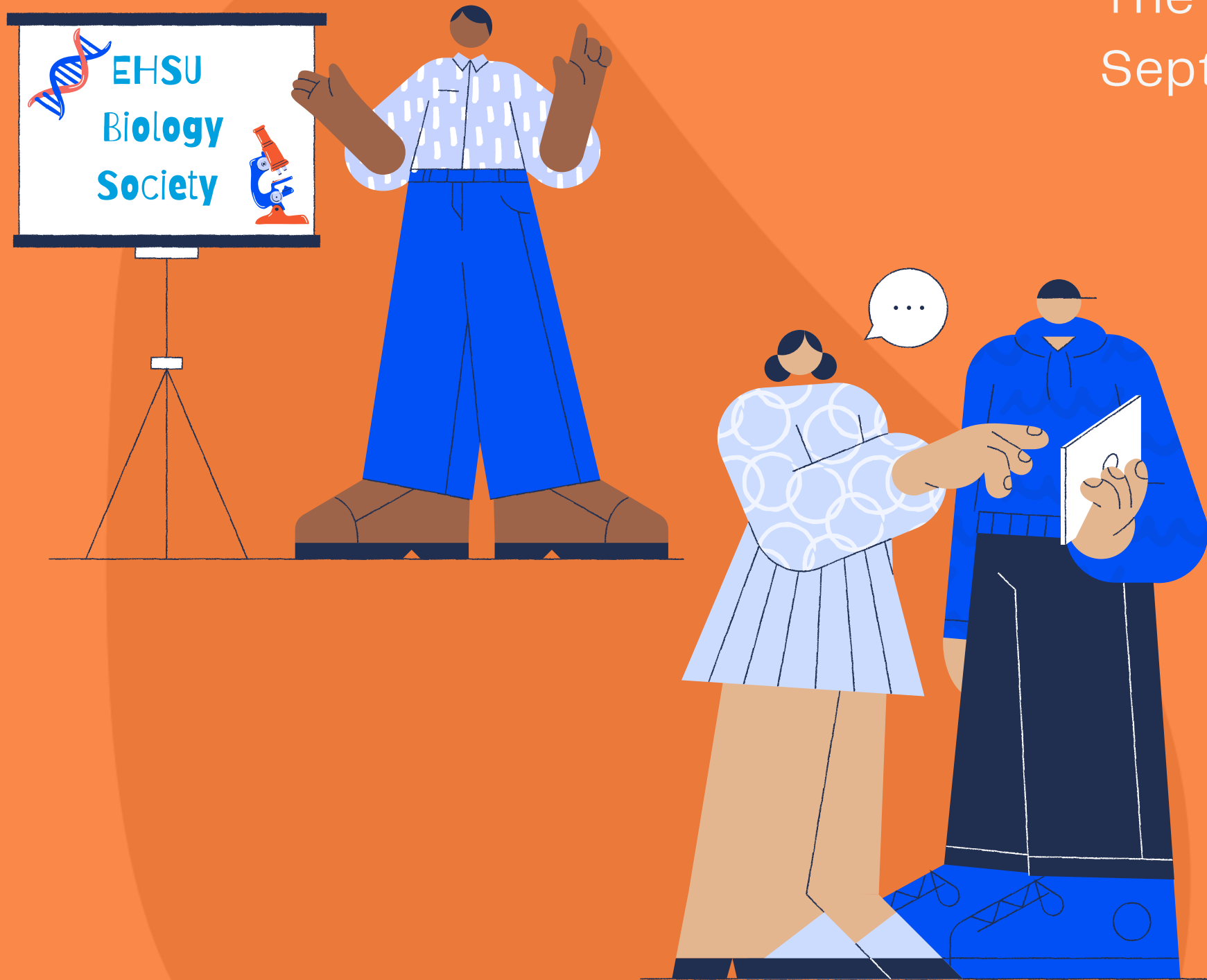
10 **The Year Ahead**

Welcome Fair

The SU's Welcome Fair is taking place on Wednesday 27 September, 10am–2pm.

Top Tips:

- ✓ Make your stall stand out
- ✓ Be friendly and welcoming
- ✓ Sell your society
- ✓ Create promotional materials
- ✓ Social Media
- ✓ Make your stall interactive
- ✓ Network
- ✓ Freebies



▶ Committee Elections

Committee elections take place around March every year and are done via the SU website for President, Secretary and Treasurer.

Completion of the election is mandatory for your group to remain affiliated. However, we do give you the opportunity to opt for an in-person election.

In the meantime:

- ☒ Encourage members to sign up
- ☒ Share what the committee roles entail
- ☒ Enjoy the role!



SU Calendar

As an SU, we run a range of events and celebrations to mark different days in the calendar. These are often centered around liberation days and events or local and national campaigns.

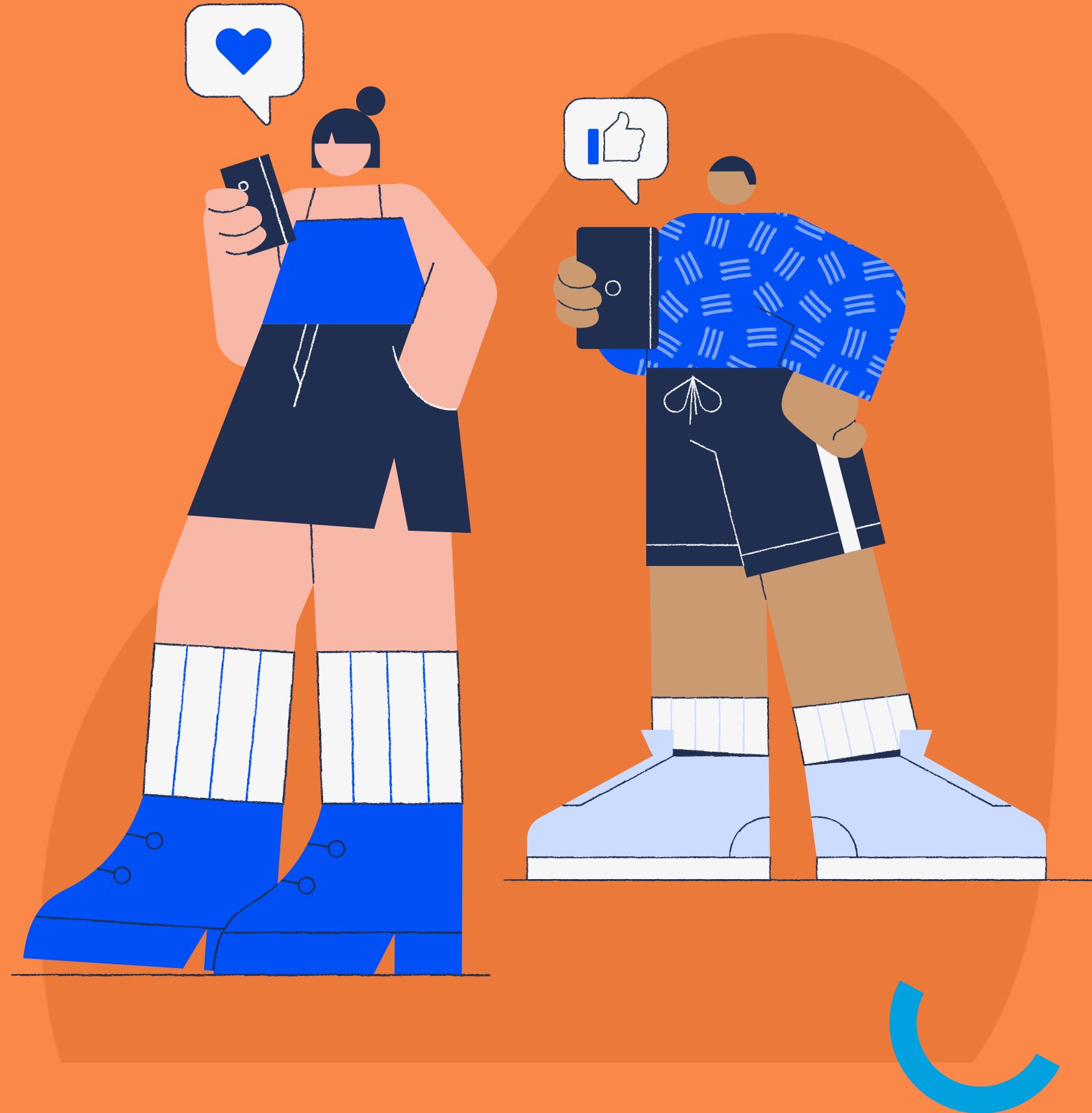
[SU Calendar](#)

Have a look at the SU calendar and think if there is any particular events or days you might be interested in celebrating as a society!



Students' Union Awards

- We run an annual awards night where we celebrate the achievements and hard work of all our societies.
- We offer the opportunity for groups to showcase their talents by performing on the night.
- We also nominate societies in the National Societies and Volunteering awards, which is a great opportunity to be recognised nationally.



SU Elections

Every year the SU elects full-time and voluntary elected officer positions.

Theses include:

Arts &
Sciences
President

Education
President

Health,
Social Care
& Medicine
President

Manchester
Campus
President

Women's
Officer

Disabled
Officer

BAME
Officer

Mature &
Part-Time

LGBTQ+
Officer

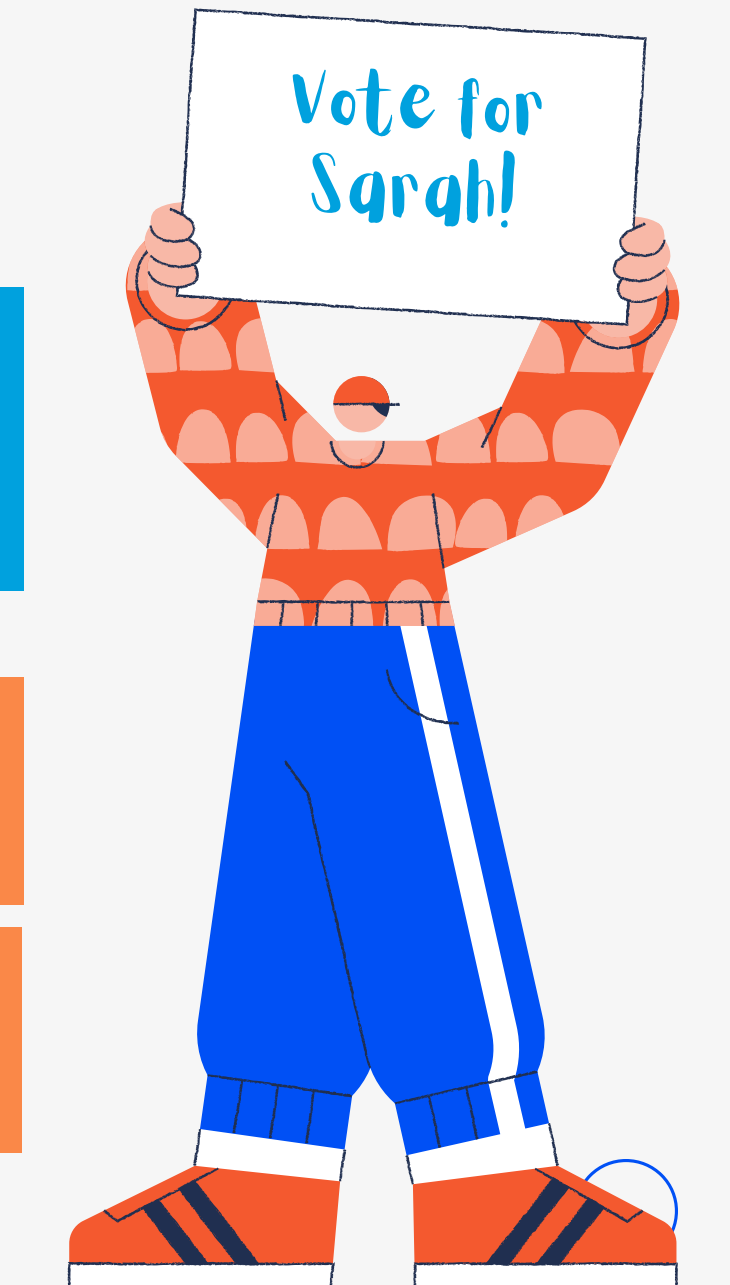
Trans &
Non-Binary
Officer

Parent &
Carer
Officer

Post-
Graduate
Officer

Internationa
l Officer

Student
Governor



Thank you for listening!

Questions?



suengagement@edgehill.ac.uk
suadvice@edgehill.ac.uk
sucomms@edgehill.ac.uk



@edgehillsu



Edge Hill
Students'
Union



@edgehillsu

Feedback

We'd love to hear your feedback for today's training so that we can make improvements for next time.

