# Society Development Plan

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| --- | --- |
| Society: |  |
| Society Lead: | *[Please insert the name of your President/Chair/Club Captain/Society Leader]* |
| Society Committee: | *[Please insert the names and roles of the students on your society committee]* |
| Date Completed: | Completed by: |

**This form must be completed, electronically, in conjunction with all society committee members. Please submit this form via e-mail to** [**c.oboyle@ucb.ac.uk**](mailto:c.oboyle@ucb.ac.uk) **by 14th August 2020.**

**Your Society, 2019-20:**

*Spend some time thinking about your society’s activities over the previous year. What were the groups successes? What would you like to continue? What would you like to stop?*

*If you are a new society, make some notes of why you decided to form as a group.*

As society leaders, you are UCB Guild. You make up the collection of students who lead the Guild and provide our students with the opportunity to develop communities, make friends and find a place at College or University. We want to support and empower you to achieve your goals for the year ahead.

**Your Purpose:**

*All societies should prioritise their core activity and purpose when developing their plans for the year ahead. Spend some time thinking about your purpose and the reason you exist as a society.*

*Example: Chess Society allows people to play Chess, however their* ***purpose*** *is providing a place for people to make friends based on a shared love for the game.*

Some activities and responsibilities you have as a society will be dependant on your funding level. Use the below boxes to make note of what you need to do to reach your respective funding level (New Starter, Bronze, Silver, Gold).

|  |  |
| --- | --- |
|  | Activity/Action |
| Providing the warmest welcome |  |
| Growing and retaining your members |  |
| Building our UCB Community |  |
| Fundraising |  |
| Equality at the heart of everything we do |  |

**Society Funding Level**

*The status of your society determines your access to funding. Societies can be New Starters, Bronze, Silver or Gold (Note: This model does not apply to Course Based or Liberation Societies).*

*Each level comes with different expectations.*

**Society Level:**

For 2020/21, which level would you like to apply for? [New Starter/Bronze/Silver/Gold]

**Previous Society Level:**

If you were a society in 2019/20, which level did you apply for? [New Starter/Bronze/Silver/Gold]

By the end of 2019/20, which level do you believe you achieved?

*Please use evidence related to the sections above to outline how you achieved your goal.*

**Semester 1 - Goals:**

*Now you have reviewed your previous year and considered your purpose as a group, you can begin to plan what you want to achieve in Semester 1. Keep in mind your core purpose when you are developing your goals.*

*What do you want to achieve in the first semester? Examples: Have X members of the society, Deliver an online event etc.*

Goal 1:

Goal 2:

Goal 3:

\* You can create less or more than 3 goals, this is just here as a guide.

**Semester 1 – Delivering your Goals:**

*We want to ensure you can achieve your goals as a society committee and to achieve them, you may need some extra support, information, or guidance.*

*Consider each goal and think about what you need to achieve them.*

* *Do you need any extra training?*
* *What physical resources might you need? (You will need to budget for these)*
* *What are the risks? How can you mitigate these?*

**Society Committee – Personal Development:**

*We know that being part of a society committee while at College or University looks great on your CV. We also want to provide you with the support to develop relevant skills and experiences to help you with life after UCB.*

*Encourage individuals in your team to think about the skills, experiences, and expertise they might like to develop over the course of this year and note some of them below.*

# Checklist:

* Society has elected at least a Society Leader & a Treasurer
* Relevant committee members have attended compulsory training
* First semester budget is submitted via e-mail to [c.oboyle@ucb.ac.uk](mailto:c.oboyle@ucb.ac.uk) by 31st August
* Constitution is submitted via e-mail to [c.oboyle@ucb.ac.uk](mailto:c.oboyle@ucb.ac.uk) by 17th July
* Development meeting with staff lead
* Development plan is submitted via e-mail to [c.oboyle@ucb.ac.uk](mailto:c.oboyle@ucb.ac.uk) by 14th August
* Society webpage on the Guild website is updated with all relevant information

**Signed:**

|  |  |
| --- | --- |
| Society Leader: [Insert Name] |  |
| Student Communities Officer: [Esther Clissett] |  |
| Representation & Advocacy Coordinator: [Cassie O’Boyle] |  |