

# NEW SOCIETIES: YOUR FIRST 90 DAYS

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## UCB Guild of Students

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Month 1: Getting Ready

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Month 2: Getting Members

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Month 3: Getting Going



# WELCOME

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Firstly, we'd just like to say welcome and thank-you for becoming our newest society at UCB Guild of Students. We're ran by students, for students and having you on board means the world.

This guide has been put together so that you get off to a great start in your first 90 days as a society. We'll cover everything you'll need from getting your society committee to running your first event.

"Hello Everyone, I'm Esther, the Student Communities Officer this year! Welcome to your first 90 days leading a society. I hope this guide gives you all the information you need and you have the best possible first few months. Can't wait to work with you. Stay in touch!"

- Esther Clissett, Student Communities Officer 2020/21



# MONTH 1: GETTING READY

## DOCUMENT CHECKLIST

You'll need to complete the following documents and send them back to the Guild. You can find templates and how-tos on the Society Resource Hub.

- Society Constitution
- Development Plan
- General Risk Assessments
- Budget

## GETTING YOUR COMMITTEE READY

Every society must have a minimum of two committee members - a Society Leader and a Treasurer. You may find that you also need additional committee roles depending on your society - for example, a Campaigns Officer or a Social Sec. You'll need to let the Guild know who is taking on which roles for your society.

Committee members will need to complete all compulsory training.

We'd recommend you also set up weekly committee meetings in the first instance as you start to get up and running.

One of the documents you will need to submit to the Guild is your Development Plan. This document will help plan and outline your goals for the year ahead and should help identify any areas you'll need support with. This will also help inform how much money you'll need in your budget!

## WHERE DO I START?

So - you've been approved as a Guild Society! We know that you've got some great ideas and your excited to get started but that you might also be feeling overwhelmed as to where you should start.

You should spend your first month as a society getting ready for the year ahead, completing all of your relevant training and documentation.

When you become a society, you'll be assigned an Officer Champion to support you, as well as a staff contact in the Guild.



All societies can access funding for their very first event using our Give-It-A-Go budget. You should apply for this in your first month as a society.



## GETTING YOUR PLAN READY

Before writing your plan, we'd encourage you to meet with your Officer Champion so that they can help you think about what you want to do over the next 12 months. This will be a great start to pulling together a timeline of events and activities that your student group might want to deliver too.

# MONTH 2: GETTING MEMBERS



## YOUR WEBPAGE

Students will buy memberships or sign-up to your society through the Guild Website. Every society will be given a webpage that they can update and add content to.

All society webpages should include:

- Contact details
- A description of your society
- Information on upcoming events
- Your membership fee & sign-up
- A logo

We'd recommend you also include links to your social media, photos and news articles

## HOW CAN THE GUILD HELP?

We want to support you in building your community. Here's how we can help:



Add information about your society to our Monthly all-student e-mail. We'll just need a short bio from you about why students might want to join your society!



Book a stall for you. Setting up a stall in one of the UCB buildings is a great way to get members as they're passing through. Just let us know when and where and we'll confirm it with security.



Join you for a recruitment drive. We recommend that all societies spend a couple of lunchtimes going out and chatting to students about their new society. Your Officer Champion will join you to lend a helping hand and get more people on board.

You've put your development plan in and thought about the events and activities you might want to do over the next 12 months. However, we'd also recommend that you ask your new society members what they would like to see from you.

## WE'RE READY! NOW WHAT?

Now that your committee is up and running and you've completed all of your documentation, you'll want to think about how you go about getting members.

We recommend you spend your second month going out and talking to students, getting them excited about your plans for the year and signing up as a member.

## TOP TIPS

HERE ARE SOME OF OUR TOP TIPS ON HOW YOU CAN RECRUIT MEMBERS:



Set up Social Media pages. We'd recommend at least an Instagram!



Record an introductory video to add to your webpage so students know who you are



Put on a welcome event



Put content up on our digital screens round campus

## BEING LED BY YOUR MEMBERS

This is a great way to come up with new ideas and make everyone feel part of your community. You could do this by:

- Gathering opinion at an event
- A poll or survey on your society webpage
- Social Media polls

# MONTH 3: GETTING GOING



## EQUALITY & INCLUSION

At UCB Guild, we believe in equality and dignity for all of our staff and students. We're committed to ensuring our students feel safe and comfortable when they're attending any of our events. You should always make sure to contact your members/attendees to check if they have any additional requirements that you need to take into consideration when event planning.

You can find more info on this on the Societies Resource Hub.

## YOUR FIRST EVENT

Running your first event is really exciting and is what will keep your members engaged and wanting to come along to the next activity you organise. Here's some things to think about for a successful first event:

-  **Budget** - Ensuring you have enough money to run your activity
-  **Promotion** - You've spent some time promoting your event in multiple ways (i.e. you've done a stall, contacted members and posted on social media)
-  **Enjoyable** - Your event is engaging, interesting or fun and therefore people are going to want to come along
-  **Easy** - We love ambitious goals at UCB, but we'd recommend that you plan something relatively easy to do for your first event to get you in the swing of things!

What events and activities you run will depend entirely on the type of society you are and your priorities for the year. You should always ensure that your activities match your core purpose as a group. For example, if you're a Football Team, your core activity should be playing Football! Here's some ideas of what societies have organised before:

- Trips
- Movie Nights
- Campaign Activities
- Sports Games/Fixtures
- Quizzes
- Society Meet-Ups
- Workshops & Classes
- Guest Speaker Events

## WE'VE GOT MEMBERS AND WANT TO GET STARTED

Now that you have members, you're ready to start organising events & activities and begin to build your community.

When you're about to organise your first event, remember to get in contact with your Officer Champion for some support and guidance.

Good Luck

## EVENT CHECKLIST

When you run an event as a society, you'll need to do the following things every time:

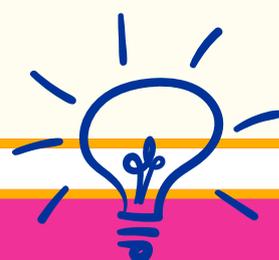
- Submit an Activity on the Activities Dashboard**
- Complete all relevant forms (Including the Health & Safety Checklist, Room Booking, Transport Requests etc.)**
- Submit a finance request through the Student Group Finance System**
- Ensure you have the relevant Risk Assessments and mitigations. Including sufficient First Aid.**

## EVENT & ACTIVITY IDEAS

# SOCIETY CHECKLIST

Use this checklist to stay on top of deadlines and actions you need to complete as a new society

- SOCIETY CONSTITUTION
- DEVELOPMENT MEETING WITH LEAD OFFICER
- DEVELOPMENT PLAN
- GENERAL RISK ASSESSMENTS
- SOCIETY COMMITTEE IN PLACE (MINIMUM SOCIETY LEAD & TREASURER)
- APPLY FOR GIVE-IT-A-GO FUNDING FOR FIRST EVENT
- SOCIETY WEBPAGE
- SOCIAL MEDIA
- DECIDE MEMBERSHIP FEE
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# GET IN CONTACT

We're here to support you! This page contains useful contact details so you can get in touch when you need!

## REPRESENTATION & ADVOCACY COORDINATOR

Cassie O'Boyle

Cassie is the lead staff member for all societies. Get in contact for general support and guidance

[c.oboyle@ucb.ac.uk](mailto:c.oboyle@ucb.ac.uk)



## PRESIDENT

Alpha Jallow  
[a.jallow@ucb.ac.uk](mailto:a.jallow@ucb.ac.uk)

## SOCIETIES RESOURCE HUB

Our societies resource hub can be found on the Guild Website at [ucbguild.co.uk](http://ucbguild.co.uk). Head here for template forms, FAQs and how-to guides

## FINANCE ADMINISTRATOR

Kiran Fakhira

Kiran will be supporting societies with their finances and budgeting

[k.fakhira@ucb.ac.uk](mailto:k.fakhira@ucb.ac.uk)

## NOT SURE WHO TO CONTACT?

[guildinfo@ucb.ac.uk](mailto:guildinfo@ucb.ac.uk) is our general e-mail address. Drop a message here, or on our website chat and we'll point you in the right direction



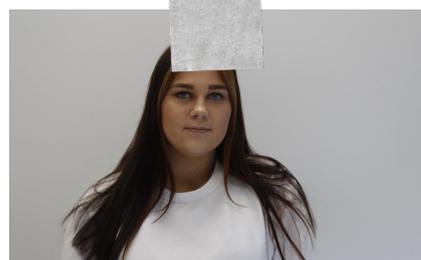
## VICE-PRESIDENT

Alice Young  
[a.young@ucb.ac.uk](mailto:a.young@ucb.ac.uk)



## DIVERSITY OFFICER

Ellis Muirhead  
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## STUDENT COMMUNITIES OFFICER

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