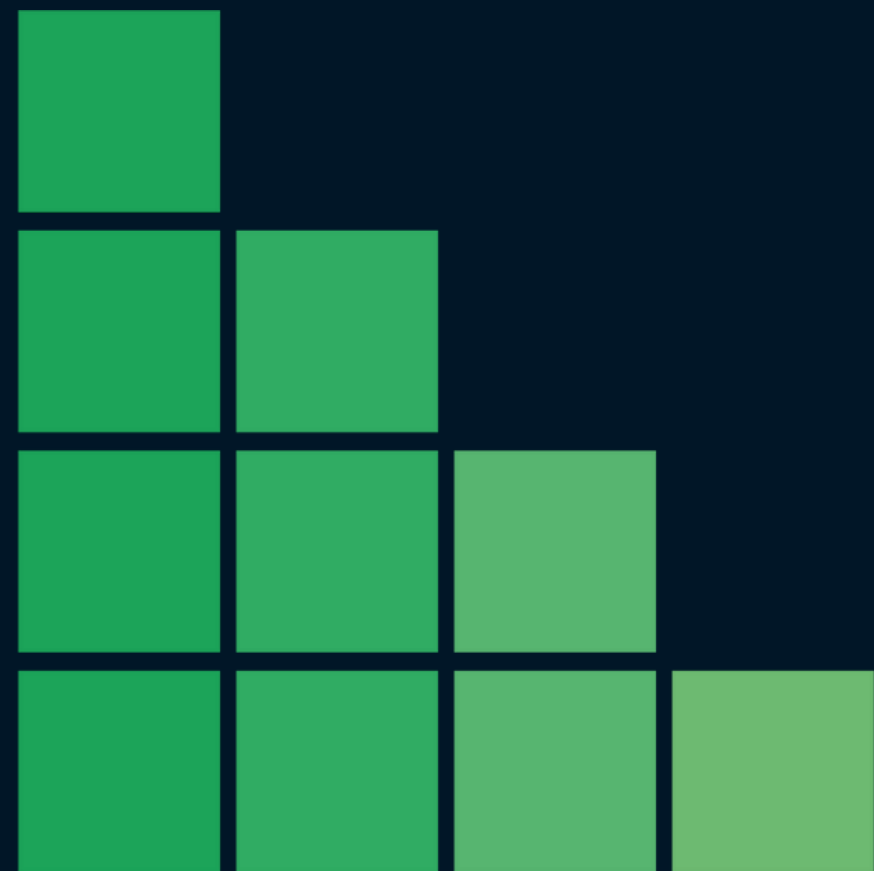


SOCIETIES TRAINING

23/24



WELCOME TO



CHRIST CHURCH STUDENTS' UNION
SOCIETIES
COLLECTIVE





TRAINING

WILL

BE ONLINE

**QUICK
GROUP
EXERCISE**

**WHAT DOES THE
SOCIETIES
COLLECTIVE
MEAN TO YOU?**

WHAT WE **WILL COVER**

- **KEY MEMBERS AND CONTACTS**
- **THE RESPONSIBILITIES YOU HAVE**
- **KEY FORMS**
- **RISK ASSESSMENTS**
- **YOUR COMMITTEE ROLES**
- **YOUR STAFF MEMBERS**
- **CHARITY FUNDRAISING**
- **KEY EVENTS DURING THE YEAR**
- **CONSTITUTIONS AND RISK ASSESSMENTS**

YOUR KEY CONTACTS



THOMAS ABBOTT
PRESIDENT (CAMPAIGNS & SOCIETIES)
EMAIL:
CAMPAIGNS@CCSU.CO.UK



JACK ROBERTS
OPPORTUNITIES
COORDINATOR (SOCIETIES)
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JACK.ROBERTS@CCSU.CO.UK



RYAN PENNY
OPPORTUNITIES AND EVENTS
MANAGER
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YOUR STAFF

THE PEOPLE THAT HELP
SOCIETIES RUN

WHAT DOES JACK DO?



- **DEALS WITH YOUR DAY TO DAY SOCIETIES ADMIN**
- **BOOKS ROOMS FOR SOCIETY EVENTS ON CAMPUS**
- **KEY CONTACT FOR SOCIETY ADMIN & FINANCE ISSUES**
- **MAIN CONTACT BETWEEN THE UNION SOCIETIES AND THE UNIVERSITY**
- **EVENTS MANAGEMENT AND ADMIN. MANAGES AWARDS AND REFRESHERS. ADMIN SUPPORT ON TRAINING, FRESHERS AND ELECTIONS**
- **YOUR MAIN GO TO PERSON FOR ALL THINGS SOCIETIES**

WHAT DOES TOM DO?



- DEALS WITH WIDER SOCIETY ISSUES
- FACE OF THE SOCIETIES COLLECTIVE
- LAST RESORT OF COVER FOR STAFF
- LEAD ON SOCIETY BASED CAMPAIGNS
- HEAD OF STUDENT VOICE. TOM WILL PROJECT YOUR ISSUES AND FIGHT FOR THEM
- LEAD ON SOCIETY TAKEOVER

WHAT DOES RYAN DO?



- **HERE FOR DISPUTES OR MANAGING ANY APPEALS OR COMPLAINTS.**
- **LEAD ON FINANCE ISSUES AND BUDGETS**
- **LEAD ON PROJECTS THAT WILL SUPPORT STUDENTS EG. OPPS FUNDING**
- **LEAD ON EVENTS FRESHERS, AWARDS, TRAINING AND COMMITTEE ELECTIONS**
- **LEAD ON RISK ASSESSMENT AND MANAGEMENT**
- **COVER FOR JACK AND TOM WHEN AWAY**



WHAT IS YOUR ROLE?

PRESIDENT

PRESIDENT'S ROLE

- **RUN AND ORGANISE THE SOCIETY**
- **KEY LIAISON WITH THE STUDENTS' UNION**
- **FIGUREHEAD/AMBASSADOR OF SOCIETY**
- **OVERSEEING THE COMMITTEE TO MAKE SURE THEY WORK EFFECTIVELY**
- **FILTER INFORMATION FROM THE UNION TO THE SOCIETY AND VICE VERSA**
- **ATTEND PRESIDENT MEETINGS**
- **RESPONSIBLE FOR ANY ADMIN BASED JOBS**



**VICE-
PRESIDENT**

VICE- PRESIDENT'S ROLE

- **ACTS ON BEHALF OF PRESIDENT**
- **ATTENDING MEETINGS WHEN PRESIDENT IS ABSENT**
- **SUPPORTS PRESIDENT WITH DAY TO DAY ACTIVITIES**
- **GOOD POSITION FOR THOSE WANTING TO BE PRESIDENT IN THE FUTURE**
- **HELP WITH ORGANISING CHARITY EVENTS**
- **CHECKING BUCS SCORES ARE CORRECT**



TREASURER

TREASURER'S **ROLE**

- **ACCESS SOCIETY FINANCE AND KEEPING THE SOCIETY IN BUDGET**
- **LIAISE WITH THE STUDENTS' UNION ABOUT FINANCES**
- **IN CHARGE OF CHARITY AND FUNDRAISING ACTIVITY AND TOTALS**
- **IN CHARGE OF SETTING MEMBERSHIP PRICES AND MEMBER PAYMENTS**
- **IN SUMMARY RESPONSIBLE FOR THE INS OUR OUTS OF CASH FLOW TO THE SOCIETY**
- **LIAISE WITH JACK FOR BIGGER PURCHASES**

INCLUSION OFFICER

INCLUSION **ROLE**

- **OVERALL RESPONSIBILITY FOR WELFARE OF MEMBERS**
- **APPROACHABLE, FRIENDLY, OPEN AND SENSITIVE**
- **SIGNPOSTING FOCUSED TO LOCAL SERVICES IN THE UNIVERSITY AND CANTERBURY**
- **THERE TO SUPPORT SOCIALS AND GROUP ACTIVITY**
- **OPEN AND CLEAR COMMUNICATION WITH THE UNIVERSITY**
- **LOOK AFTER YOURSELF!**



SOCIAL SEC

SOCIAL SEC **ROLE**

- **RUN SOCIAL EVENTS FOR THE SOCIETY**
- **ENSURE ALL EVENTS ARE INCLUSIVE**
- **RESPONSIBLE FOR WELFARE OF MEMBERS DURING EVENTS**
- **RESPONSIBLE FOR ORGANISING WELCOME EVENTS AND LIAISING WITH THE STUDENTS' UNION**
- **MAKING SURE ALL THE CORRECT FORM ARE FILLED IN**
- **PROMOTE SOCIAL AND FUNDRAISING EVENTS**
- **PROMOTE LARGER UNION EVENTS AND INVOLVE YOUR SOCIETY IN THEIR EVENTS**

KEY DATES



VERENA HOLMES

Medicine

CCSU

OUR GOAL IS TO BECOME THE MOST SUSTAINABLE LUXURY FASHION BRAND ON THE PLANET

FRESHERS' GUIDE

FRESHERS FAYRE

- **FRESHERS FAYRE WILL BE MID SEPTEMBER**
- **MAINLY AROUND VERNEA HOLMES**
- **SIGN UP FORMS WILL GO OUT OVER SUMMER**
- **START TO THINK WHAT YOU WANT YOUR STALL TO LOOK LIKE**
- **THE MEMBERS YOU SIGN UP EARLY THE BETTER**
- **START THINKING ABOUT YOUR MEMBERSHIP PRICE AND WHAT THAT INCLUDES**

REFRESHERS' FAYRE

- **ANOTHER CRUCIAL TIME TO GET MEMBERS THROUGH THE DOOR**
- **USUALLY MID FEBRUARY**
- **LOTS OF INTERNATIONAL STUDENTS WILL START LATER AND WILL BE LOOKING FOR SOCS**
- **TRADITIONALLY SOCS HAVE A HIGHER SIGN UP RATE AT REFRESHERS THAN SPORTS**
- **DON'T LET REFRESHERS PASS YOU BY**
- **THINK ABOUT A HALF YEAR MEMBERSHIP?**

COMMITTEE BY- ELECTIONS

- **FRESHERS FAYRE WILL BE MID OCTOBER**
- **CHANCE FOR YOU TO FILL POSITIONS THAT WERE NOT**
- **FOCUS ON KEY ROLES**
- **UNION WILL RUN ELECTIONS FOR YOU ONLINE**
- **A FORM WILL GO OUT BEFORE ASKING WHAT POSITIONS YOU WANT UP**

PRESIDENT MEETINGS AND 1:1

- **THERE WILL BE ONE PRESIDENTS MEETING PER SEMESTER**
- **IT IS MANDATORY TO ATTEND, IF YOU ARE UNAVAILABLE THEN YOUR VP CAN ATTEND. IF THEY CAN'T ANY OTHER COMMITTEE MEMBER ARE WELCOME**
- **TAKES PLACE IN A HYBRID FORMAT**
- **MEETING IS FOR GENERAL UPDATES ON ALL THING SOCIETIES**
- **1:1 MEETINGS DURING THE SUMMER WITH ALL COMMITTEE MEMBERS**

SOCIETY AWARDS

- **A CELEBRATION OF SOCIETIES**
- **WE NEED YOUR NOMINATIONS!**
- **DATES WILL GO OUT BEFORE CHRISTMAS ALONG WITH TICKETS**
- **THESE AWARDS ARE FOR ALL MEMBERS**
- **THE MORE OF US THE BETTER**
- **WE ARE WORKING TO KEEP TICKET PRICES DOWN**
- **A FORM WILL BE OUT SOON LOOKING FOR FEEDBACK FROM LAST YEAR**

SOCIETY TAKEOVERS

- **THURSDAYS**
- **7-10**
- **THE LOUNGE**
- **SOCIETIES HOST EVENT BASED AROUND THEIR INTERESTS**
- **D AND D GAMES THROUGH TO KARAOKE**
- **CAN BOOK THROUGH TOM BUT WILL LIAISE WITH THE LOUNGE FOR EVENT DETAILS**

KEY FORMS

ROOM BOOKINGS

- **THIS IS THE FORM WHERE YOU CAN REQUEST TO USE UNIVERSITY ROOMS**
- **ALL REQUESTS ON THE FORM GO TO JACK TO COMPLETE**
- **LET US KNOW AT LEAST 10 DAYS BEFORE THE EVENT**
- **THE FURTHER IN ADVANCE THE REQUEST, THE MORE CHANCE OF GETTING THE SPACE**
- **PRIOR TO THE START OF THE YEAR WE WILL ASK FOR ALL OF YOUR ROOMS- PLEASE START TO THINK ABOUT WHAT ROOMS YOU NEED**

CHARITY FUNDRAISING FORM

- **THIS IS THE FORM THE PRESIDENT OR TREASURER WILL FILL OUT WHEN HOLDING A FUNDRAISER**
- **THROUGH THIS, YOU CAN REQUEST CHARITY BUCKETS AND CARD READERS**
- **CHARITY BUCKETS AND CARD READERS ARE PREPARED BY THE STUDENTS' UNION**

CONSTITUTIONS AND RISK ASSESSMENTS

- **WE WILL BE SENDING OUT CONSTITUTIONS AND RISK ASSESSMENTS SOON**
- **CONSTITUTIONS LAY OUT YOUR AIMS AND RULES AND REGS FOR RUNNING A SOC**
- **RISK ASSESSMENTS WE NEED YOU TO VIEW, REVIEW AND SIGN**
- **THESE ALL NEED TO BE ACTION BY SEPTEMBER OR START OF ACTIVITY**

OPPORTUNITIES FUND

- **DISCRETIONARY FUND**
- **AIMED AT HELPING WITH COST OF LIVING CRISIS**
- **HELPING STUDENTS PAY FOR SOCIETY MEMBERSHIPS**
- **CAN BE USED TO HELP PAY FOR 'ONCE IN A LIFETIME' EVENTS/COMPETITIONS**
- **EMAIL RYAN IF YOU HAVE QUESTIONS OR ARE NEEDING SUPPORT**

IN SUMMARY

- **WELCOME TO/BACK TO CCSU COMMITTEES**
- **KEEP AN EYE OUT FOR KEY FORMS**
- **FAMILIARISE YOURSELF WITH THE UNION TIMELINE**
- **IF YOU HAVE A QUESTION JUST ASK :)**
- **TRAINING WILL BE ONLINE SOON**
- **REFRESHER TRAINING DELIVERED IN SEPTEMBER COVERING KEY TOPICS**

**BEFORE YOU ASK US
QUESTIONS**

**WE WANT TO ASK YOU A
FEW**



What do you think is the best thing about your society?

ANY QUESTIONS?

