

# Society Core Exec Training 2024-25

5th August

*While we wait for everyone to join, please put your name, society and exec role in the chat so we can start to get to know you*



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## The Team

**Emma Sainty**  
Student Activities Manager

**Lydia Watson**  
Societies Coordinator

### Student Staff

**Ashleigh Belson**  
Societies Assistant

**Vacant (applications open)**  
Societies Assistant

**Ian Lau**  
VP Student Experience

To get hold of any of us, please email [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) or come down to the Societies office (5.01) during working hours.



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# Societies Admin Assistant

Want to work with the SU Societies Department?

We are recruiting for the student staff role of Societies Admin Assistant.

What the societies admin assistant will do:

- Answer societies queries
- Provide admin support
- Keep records up to date
- Support with society event planning and projects

- Up to 10hours per week
- £12 per hour
- Shifts around your timetable
- Admin work, based in the office

**APPLY HERE [Job profile \(essex.ac.uk\)](https://essex.ac.uk)**

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## What is this training about ?

### Agenda

This training is a chance for you to understand some of the basic processes and opportunities that you will encounter as a society.

This training will be recorded and the video will be sent after the session. We will also send the slides for you to refer back to.

- What is an exec role
- Societies Toolkit
- Society membership
- Constitution
- Elections
- Society group chats
- Messaging admin
- Marketing supporting and website
- Open days
- Fresher's Fair
- Q&A

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## What is an exec?

They are responsible for the day to day running of the society

An exec must:

- Check emails and respond to the Societies team
- Deliver the aims as set out in the societies constitution
- Provide members activities and events as set out in the societies constitution
- Ensure all activities adhere to the SU policies and procedures



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## What is an exec role?

It's a voluntary position to help run a society

There are 4 required exec roles to be a recognised society:

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Welfare Officer

These roles must be elected through an official online election, held by current students and they are volunteer roles.



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# President

The president leads their society and oversees all society activity.

They provide guidance and support to the rest of the executive committee, and ensure that the society has a clear direction and sticks to its objectives.

Responsibilities include, but are not limited to:

- Scheduling regular executive committee meetings, for which the president would act as Chair unless otherwise delegated to another exec member.
- Ensuring that the rest of your executive committee are supported and are fulfilling their roles.
- Ensuring that the Society is following the Student Union's Terms of Reference and Society Constitution.
- Being primarily responsible for representing the Society at all Meetings of the Societies department
- Representing the Society in all matters affecting its interests, including but not limited to communicating with the Students' Union, University or relevant external organisations
- Being responsible, alongside the society's Treasurer, for the finances of the Society and being accountable in respect of those finances to all Members of the Society and to the Student Activities department.



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# Vice President

The Vice-President primarily supports the President and ensures that everything within the society is running smoothly, especially when it comes to communication with members and administrative processes.

Responsibilities include, but are not limited to:

- Attending additional training provided by the Students' Union.
- Creating clear agendas for Committee Meetings.
- Minuting all Committee Meetings and circulating these to members of the committee.
- Coordinating the administration of the society and raising any questions or concerns with the Students' Union.
- Communicating on behalf of the Society and with Society members.
- Informing the Student Activities department staff of any proposed amendments to the society constitution.
- Stepping up to take on the responsibilities of the president when necessary.



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## Treasurer

The Treasurer manages the society's finances. This includes overall financial planning, being transparent and accountable with the Society finances, and ensuring that the Society generates enough income throughout the year to cover its costs.

Responsibilities include, but are not limited to:

- Ensuring that members have paid their membership fees.
- Attending mandatory training provided by the SU throughout the year.
- Reviewing the Society's finance reports to keep track of all income and expenditure and providing regular updates to the committee.
- Working closely with other members of the committee when planning events to create budgets and keep track of spending.
- Reviewing and signing off society expense claims of under £50 in a timely manner.
- Working with the Student's Union with regard to any potential sponsorship agreements for your society.
- Ensuring that the society adheres to the financial policies and procedures



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## Welfare Officer

The Welfare Officer is responsible for the safety and welfare of the society. They provide guidance, support and signposting to their society members, responding to welfare queries and conflicts, within agreed boundaries.

Responsibilities include, but are not limited to:

- Attending or familiarising themselves with the relevant Student Activities welfare training, in order to know how to best support members of the society who are in need
- Signposting members of the society to the correct services (across campus/online etc) in respect of their need
- Ensuring that the society's activities are welcoming, accessible and inclusive for members
- Acting as the point of contact for any conflicts within the society and deal with issues with the support of the Executive committee, or escalate the matter(s) to the Student Activities Department if a resolution cannot be agreed upon internally with the society



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## Non-required exec roles

Additional volunteer roles required to support the societies functions and activities

These roles can be tailored to your society's needs

These roles must be elected through an official online election

If you need extra roles at any point, discuss as an exec, write a description and email [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) with your request and the details.



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## Elections and changes to your exec

If at any point in the year you wish to add an exec role, you must contact us [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) so that we can set up an official byelection for that role.

Hopefully you will all feel supported in your roles, but if an exec steps down from their role, that person must notify us of their decision in writing. We would then set up a byelection to fill that vacant role.

You may not hold your own internal elections or simply choose someone to fill a vacant exec role.



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# Constitution

General reminders, if you have added a role that has not been elected yet, tell us so we can run a byelection in October.

We will be uploading your constitution to the resources tab on your society page so that members are able to see it.

If you have not already sent us your constitution, your membership will not be on sale. As soon as we receive it, we will put your society membership back on sale.



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# Societies Toolkit



On [essexstudent.com](http://essexstudent.com), you have access to our Societies Toolkit.

This toolkit has lots of useful resources and forms which will help you run your society.



Scan here to visit the societies toolkit



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## Society memberships

Membership for this academic year went live on 1st August!

You can find your membership by going to your society page and clicking the 'Join' tab. [Find a Society \(essexstudent.com\)](https://essexstudent.com)

Go buy your membership now (even if the membership is free)! Once you have your membership, we can grant you with admin rights.

If your membership is not showing, it is because you have not sent us your society constitution



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# Marketing support

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## Su marketing

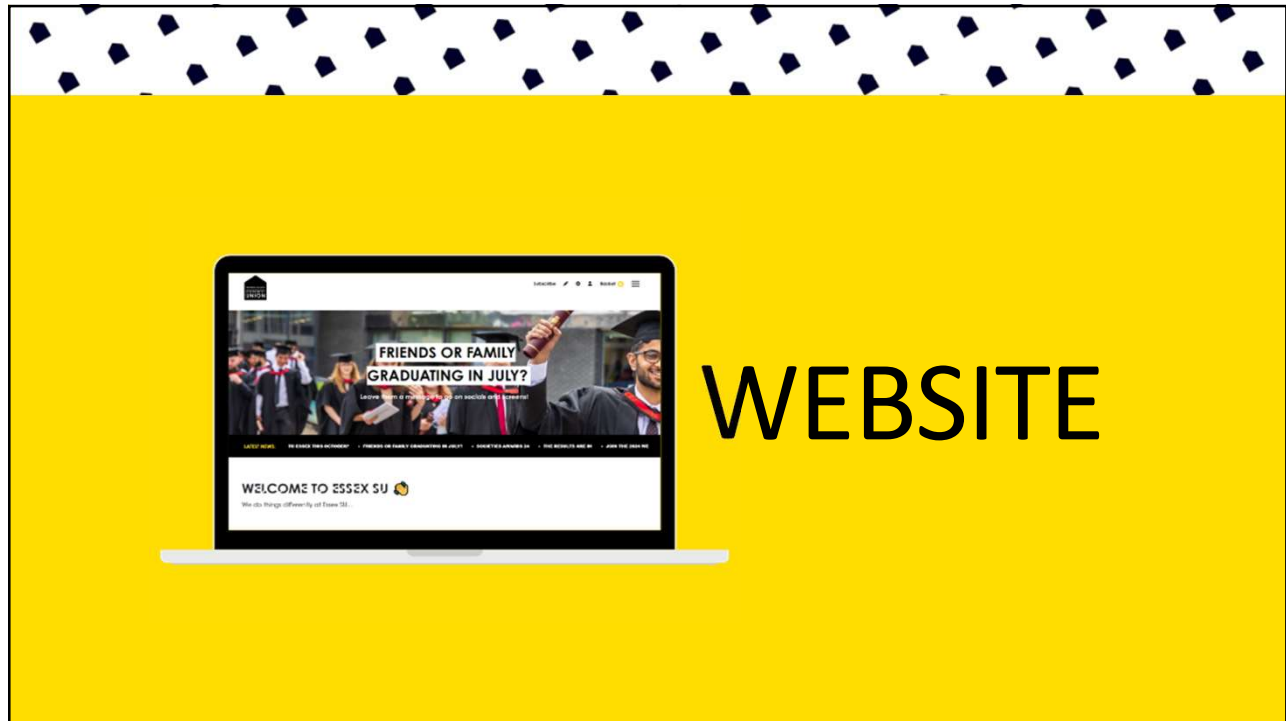
- **SU Marketing manage:**
  - Website
  - Social media – all essexsu accounts plus some sub-accounts
    - Tag @essexsu in instagram stories and we will reshare
  - Email – weekly all student email
  - Digital screens – stairs between square 3 & 4
  - Poster sites
- **To be featured on any of these areas, please send your request into susocs/blades at least a month before the event**
- **SU Marketing will provide support dependent on relevancy and capacity**

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## Get featured

- **Tag @essexsu in instagram stories and we will reshare**
- **To be more heavily featured on essexsu weekly email and socials, please send your request into susocs/blades at least a month before the event**
- **SU Marketing will provide support dependent on relevancy and capacity**

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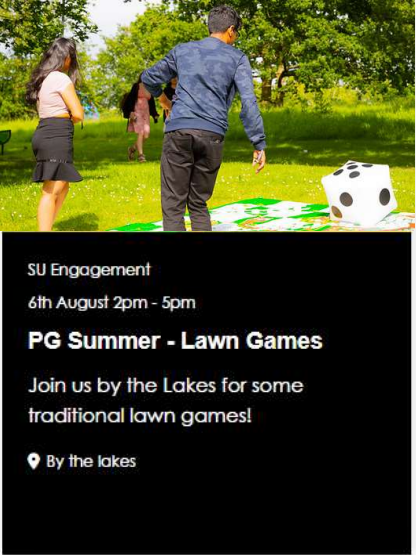
- **New website launched February 2024**
- **The main hub page Sport/Societies lives under the Opportunities tab**
- **Exec members have access to:**
  - **Edit details on your group's page**
  - **Add events to your group's page**
  - **Add events to the What's On page**

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## Event listings

- You need to add the following information:
  - Name
  - Dates
  - Short description
  - Location
  - Always tick society event/sport - ignore all other options
  - Image
  - Event description
- For tickets, please email susocs/blades



The image shows a preview of an event listing. At the top is a photograph of a man and a woman on a lawn with a dog and a soccer ball. Below the image, the text reads: 'SU Engagement', '6th August 2pm - 5pm', 'PG Summer - Lawn Games', 'Join us by the Lakes for some traditional lawn games!', and 'By the lakes' with a location pin icon.


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## Event images


- 2000px wide x 500px tall
- Best practice is to make sure the most important part of your image is centered
- Event information doesn't need to be in the image as it is displayed underneath the image on all views

Desktop

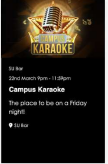


The desktop view shows a large banner for 'CAMPUS KARAOKE' with the date 'May 22 (Week 2024) 5pm - 11pm' and 'By the Lakes'. Below the banner is a title 'CAMPUS KARAOKE' and a 'I WANT TO HEAR ABOUT...' section.


Featured



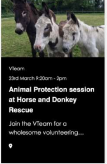
St John Ambulance Society  
20th March 2024 - 11pm  
St John Ambulance First Aid training  
The St John Ambulance Society is holding First Aid...



By the Lakes  
20th March 2024 - 11pm  
Campus Karaoke  
The place to be on a Friday night!




ESSEX  
20th March 2024 - 11pm  
St John Ambulance Society is holding a social for...



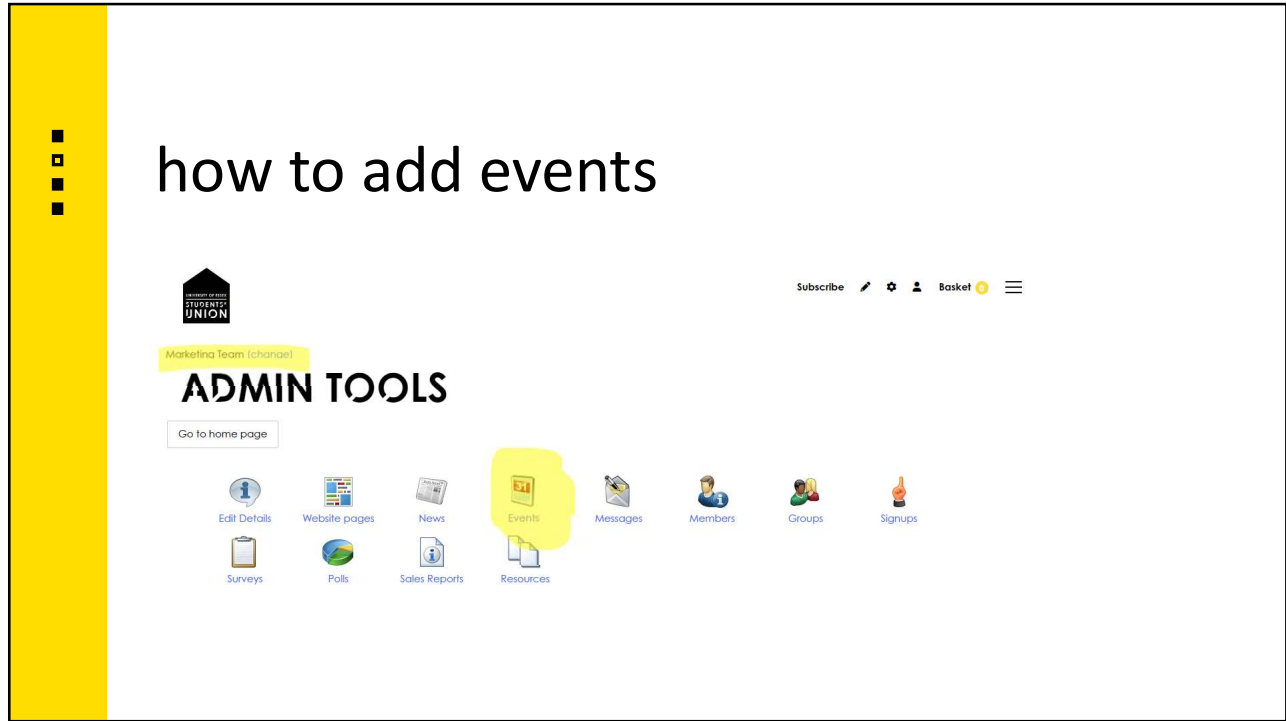
Where?  
20th March 2024 - 11pm  
Animal Protection session at Horse and Donkey Rescue  
Join the Vets for a wholesome volunteering...

Mobile

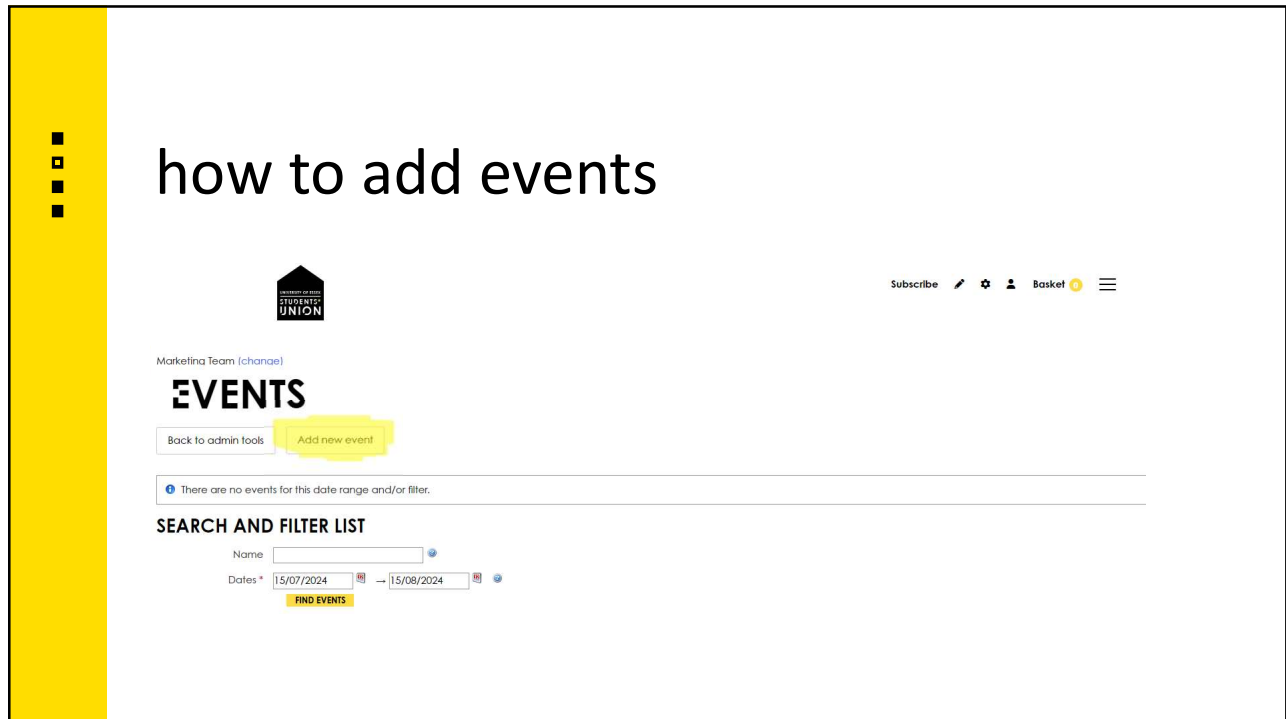


The mobile view shows a smaller version of the 'CAMPUS KARAOKE' banner with the same date and location information.

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The screenshot shows a web interface for adding events. On the left is a yellow vertical bar with four black squares. The main content area has a white background with a black border. At the top left, the text 'how to add events' is displayed in a large, black, sans-serif font. Below this is the University of Hull Students' Union logo, which consists of a black house-like shape with the text 'UNIVERSITY OF HULL STUDENTS' UNION' inside. To the right of the logo are navigation links: 'Subscribe', a pencil icon, a star icon, a person icon, 'Basket', a yellow circle with a plus sign, and a hamburger menu icon. Below the logo, the text 'Marketing Team (change)' is visible. The main heading 'EVENTS' is in a large, bold, black font. Underneath are two buttons: 'Back to admin tools' and 'Add new event'. A message box states 'There are no events for this date range and/or filter.' Below this is a section titled 'SEARCH AND FILTER LIST' with a search form. The form includes a 'Name' input field, a 'Dates' input field with a date range from '15/07/2024' to '15/08/2024', and a yellow 'FIND EVENTS' button.

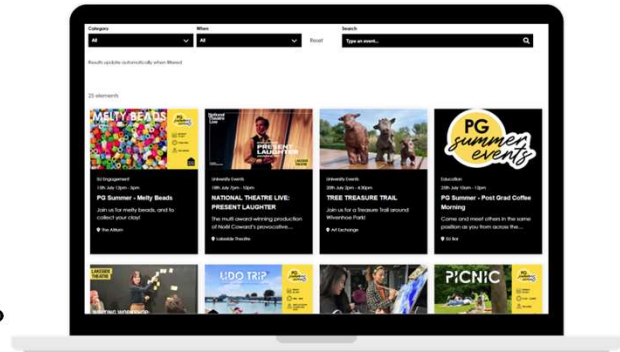
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The screenshot shows the event creation form. On the left is a yellow vertical bar with four black squares. The main content area has a white background with a black border. At the top left, the text 'how to add events' is displayed in a large, black, sans-serif font. Below this is a 'Back to event list' button. The form fields are as follows: 'Event name' with a text input field; 'Date and time' with a date and time picker showing 'dd/MM/yy | HH:mm' and a range from '15/07/2024' to '15/08/2024'; 'Show on all days' with a checkbox and a note: 'If checked, the event will be included on lists and calendars for each day it's running. Applies to multi-day events only. By default the event will only be included once, on the first day of the event.'; 'Repeat Event' with a checkbox and a dropdown menu set to '1 Weeks'; 'Tagline / short description' with a large text area and a character count '0/250'; and 'Location' with a text input field.

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## WHY ADD TO THE WEBSITE?

- What's On page is always in top 5 viewed pages
- Best platform for getting seen by the most students
- Staff browse this page to find events to help promote

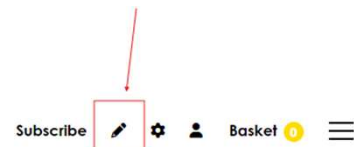


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## How to use messaging admin

Messaging admin is a great way to communicate with all members, and may reach those who have not joined any social media pages or groups chats you have.

1. Go to your society page
2. Click on the edit icon in the top right corner
3. Select '[society name] admin tools'



### CONTROL PANEL

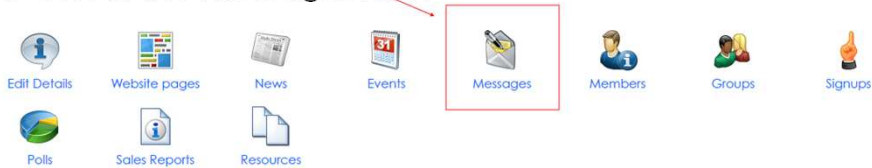
Latin American admin tools  
 Edit Latin American resources  
 Edit Latin American events



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## How to use messaging admin

4. Select the messages icon



5. click 'send email'

### MESSAGING

Back to admin tools   **Send email**   My Message Centre



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## How to use messaging admin

6. click 'add recipients'

To

[+ Add recipients](#)

7. Add all members

**Lists**

All Exec Members (2 people)

All Members (42 people)

8. Add your subject line, type your email and press send



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## Society group chats

It is up to you whether you have a society group chat and where you host this (e.g. WhatsApp, Discord etc).

Having a group chat is a really good way to communicate with members and promote events and opportunities.

If you do set up society group chats, we expect the exec to moderate their group chats and be admins.

We recommend you have a separate chat for exec only and an additional members chat so that planning can be kept separate.



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## Open Days

Chance for prospective students to see what life is like here at Essex and to showcase the clubs and societies they can become a part of

1000-2000 guests attend depending on which Open Day

Guests can speak with academics, attend talks, go on campus and accommodation tours and take part in fun activities across the squares

We usually look for a mix of 8 societies and clubs to come and attend our Open Day so guests can see what they may like to join if they choose to study here



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## September and October Open Day

- **Saturday 21 September and Saturday 26 October, 9am-4pm, Square 3**
- Stand set up by 8.45am (this a requirement of receiving payment)
- We provide 1x gazebo, 1x table and 1x chalkboard
- We can provide a small budget to assist with props or prizes (sweets etc)
- A risk assessment 2 weeks in advance on the event

We will provide a £150 donation for each society/club that attends an Open Day

Exciting stand which reflects what your society is about. Bring posters, giveaways, equipment, props – anything that stands out!

Engaging, enthusiastic and proactive in starting conversations to make guests feel welcome and excited about the things your society does



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## September and October Open Day



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# September and October Open Day

How to register your interest for open day:

- 1) Complete the following type form: <https://essexsu.typeform.com/to/JY42u2am>
- 2) Complete and attach a risk assessment for your stall (a template will be shared via email to use)

**Deadline to apply is: Tuesday 20th August, 9am**

Stalls will be allocated out after this date. Stalls are not guaranteed due to the amount who apply. You will be emailed if you have been successfully allocated a stall for either date.



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# Fresher's Fair

Fresher's Fair will take place on **Friday 4th October**  
**12pm – 4pm** (with a quiet hour 11-12pm)

This is a great opportunity to promote your society to new and existing students, and encourage them to become members.

If you know what events you have coming up, this is also a chance to promote those events.



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## Fresher's Fair

Every society will be allocated a stall at Fresher's Fair, you do not need to sign up.

We ask that you aim to have as many exec at your stall as possible, but two of you need to be there at any given time.

**Performances** – there will be the opportunity to sign up for a performance slot. Sign up forms will be coming out soon, so check your emails.



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## Fresher's Fair

Stall contents:

You can choose how else to decorate your stall. Some societies have small freebies like sweets, some have quizzes or activities to engage with people.

We will provide you with a poster for your society stall, which displays a QR code to your society page on the SU website, where students can buy your membership.

All Gold standard societies will receive these additional items:

- 1) Gold standard tablecloth
- 2) Acrylic frame to display your standard certificate (we will print a copy of this)



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# SU Mixer Opportunities

Mixer	Date	Time	Location
Middle Eastern	Tues 1st Oct	17:00-19:00	The Atrium
South Asian	Tues 1st Oct	18:00-20:00	The In Between
European	Weds 2nd Oct	19:00-21:00	The Atrium
International	Thurs 3rd Oct	18:00-20:00	Ivor Crewe
North American	Fri 4th Oct	17:00-19:00	The Atrium
African	Tues 8th Oct	17:00-19:00	The Atrium
Central Asia	Weds 9th Oct	18:00-20:00	In Between
Latin American	Fri 11th Oct	17:00-19:00	The Atrium

We would love your input into any of the relevant mixers that are happening over welcome fortnight. Please get in touch with [suengagement@essex.ac.uk](mailto:suengagement@essex.ac.uk) if you would like to support any of the mixer events in person, and/or input ideas for playlists, snacks or activities to do at the mixers.

The mixers are a great opportunity to meet potential members, or go along and meet new people yourselves.



# Days of significance

October		
All month	Black History Month	Communities
1	Tues Cyprus Independence Day Nigeria Independence Day	Religious / Cultural
2	Wed Dyslexia Awareness Week	Independence Days
3	Thu	University
4	Fri World Smile Day	Bank Holiday
5	Sat	Other
6	Sun	
7	Mon	
8	Tues	

Please take a look at the calendar we have created so far and update us if you have any additional dates to add that your society plan to celebrate or recognise



## Reminder of training sessions

- **Finance training:** Wednesday 7th August: 6pm - 7:30pm (Presidents & Treasurers)
- **Events Training:** Monday 12th August: 6pm - 7:30pm (Vice President, Treasurer and any events officer roles)
- **Risk Assessment Training:** Tuesday 20th August: 6pm - 7pm (Vice President & Welfare Officers and any events officer roles)
- **Welfare Officer Training:** Term 1 TBC – looking for welfare officers to be part of a focus group to tailor this training session



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## Q&A

We now have time for some questions.

If your question is very specific to your society, please email us or come see us in **5.01**.

These slides will be sent out after the meeting and will eventually be available at [Societies Toolkit \(essexstudent.com\)](https://essexstudent.com)



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**Thank you!**

