

HALLAM STUDENTS' UNION

NEW COMMITTEE WELCOME PACK



FIND YOUR PLACE AT HALLAM

WELCOME



We are delighted to welcome you to a new year at Sheffield Hallam! This welcome pack aims to give you all the information you need to kick off a new year of society activity. We have a number of events you need to know about including your society Welcome activity opportunities. As always, if you have any questions contact us at activitiesadmin@shu.ac.uk.

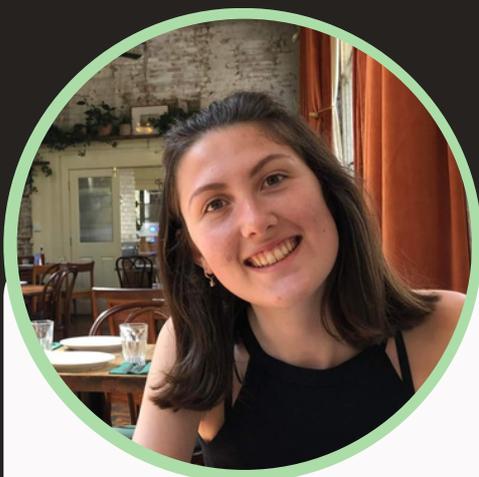
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MEET THE TEAM

Societies sit with the Student Communities and Development Team at Hallam Students' Union



TRINITY DAVIS

**Student Groups
Coordinator**
She/Her

"Hi! My name is Trinity and I work closely with our Social Societies and general activity"

t.davis@shu.ac.uk



LUCY WHEELER

**Student Communities
Team Leader**
She/Her

"Hi! My name is Lucy and I work with all Societies, particularly our High Risk groups"

l.wheeler@shu.ac.uk



TAMMY BOWIE

**Student Groups
Coordinator**
She/Her

"Hi! My name is Tammy and I work closely with our Academic Societies and general activity"

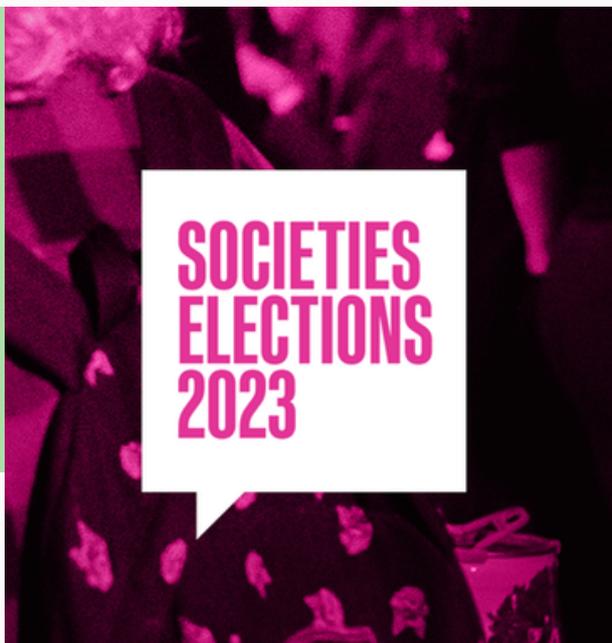
t.bowie@shu.ac.uk

Contact the rest of the team at:

activitiesadmin@shu.ac.uk | suevents@shu.ac.uk | volunteering@shu.ac.uk
Student Groups | Events and Give it a Go | Volunteering

FIRST STEPS...

BY-ELECTIONS AND GETTING BACK TO YOUR REGULAR ACTIVITY



Elections webpage

By-Election 2023

If your society was unable to fill one or more of your committee roles during the March bulk election, you have been added to a by-election to fill these vacancies.

If your society is included, you will be contacted regarding the by-election with more information, but general elections information can be found on the [elections webpage](#).

If you need any further support with this, please contact us at activitiesadmin@shu.ac.uk

Society Nights at The HUBs

Society nights are back! We open the building late on Tuesday and Thursday nights to give our societies the opportunity to use the facilities for their regular activity.

Spaces at the HUBs are allocated for a single semester only, for Semester 1 if you would like to request a regular space in the HUBs please complete [this form](#) as soon as possible.

Please note this will be allocated on a first come first serve basis while ensuring that we are offering as many societies spaces in the HUBS with our limited availability.

If you have any questions regarding this, please contact us at activitiesadmin@shu.ac.uk



The HUBS - Hallam SU

FIRST STEPS...

CORE PAPERWORK



PR and Journalism - London Trip 2023

Deadline - 18/09/23

All Societies are required to complete a Society Constitution, Annual Risk Assessment and an Annual Guest Speaker form that will allow you to host your regular activity.

The deadline for this paperwork is 18/09/23.

If you require assistance with this paperwork, there is a training video on the Committee Portal and you can contact the team at activitiesadmin@shu.ac.uk

For your convenience, we have linked the templates/forms below:



Society
Constitution



Annual Risk
Assessment

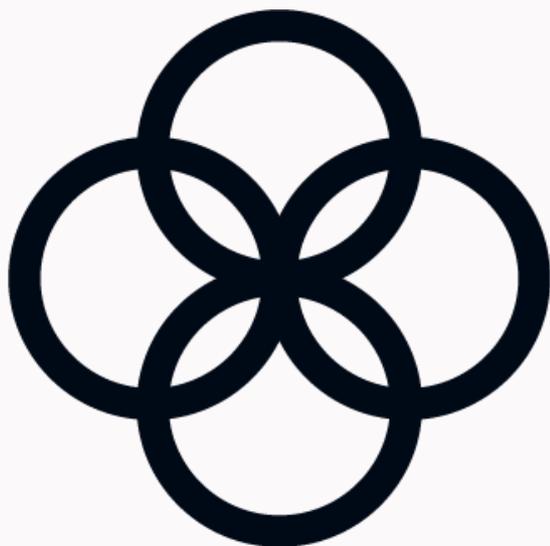


Annual Guest
Speaker form

Once your paperwork is completed, it should be submitted to the team at activitiesadmin@shu.ac.uk.

THE COMMITTEE CONFERENCE 2023

SECURE YOUR PLACE NOW!



THE COMMITTEE
CONFERENCE 23

What is The Committee Conference?

We are delighted to bring you The Committee Conference 2023 - your annual training conference!

The conference will feature workshops covering Society, Committee and Personal Development. So whether this is your first year on Committee or third, there is something for everyone at this year's training. This is your chance to start the year prepared with all the society info you could possibly need!

For more information on the Committee Conference check out the [Training page](#) of the Committee Portal.

Secure your place!

The Conference will run across two days to give you the most opportunity to attend around your other commitments.

The conference will take place on Thursday 14th and Friday 15th of September. You only need to attend one of these sessions.

[Secure your place now!](#)

All society committees are required to attend training but we know that there may be some of you who can't make it. If you can't attend the Committee Conference please email us at activitiesadmin@shu.ac.uk so we can support you with an alternative arrangement.

THE COMMITTEE CONFERENCE 2023

SECURE YOUR PLACE NOW!

Getting prepared...

This year's training aims to be more interactive, with less heavy focus on our processes through lectures. That said, it is still important that you familiarise yourselves with the different Society processes thoroughly. We have short videos that talk through this and we ask that your Committee watches these ahead of Conference to ensure you get the most out of the day.

These videos are available on the Committee Portal Training page, but we have included the links below for your convenience:



Paperwork Part 1
Core Paperwork



Paperwork Part 2
Trips and Events



Finance
Basics



Committee Roles
and Responsibility

If you have any questions about this content, you can contact the team at:
activitiesadmin@shu.ac.uk

The full agenda for ComCon23 will be available on the SU website soon!

SOCIETY WELCOME ACTIVITIES



Societies Fair 2021

Societies Fair 2023

With a new cohort of students, comes new members of your society and the best way to recruit is to put yourselves out there during Welcome.

You have the opportunity to attend the Societies Fair at the Leadmill on the 26th of September.

If you would like to book a stall at the Societies Fair 2023, [please complete this form!](#)

Full information will be sent out to those who book in closer to the time.

Society Give it a Go!

Each society will also have the opportunity to host a Give it a Go event to give students the chance to try out your society.

These activities should give new potential members the opportunity to meet your current membership and try out your regular activity without the expectation to join.

For society Give it a Go's we handle all the admin, so [complete this form](#) with the details of your activity and we will take care of the rest!

Completing this by September 3rd will mean your activity will be included in the University's Welcome marketing.

Want support to plan your Give it a Go? Get in touch with the GIAG Team at:
giveitago@shu.ac.uk



Harry Potter Society Give it a Go

USEFUL RESOURCES

THE KEY LINKS YOU NEED

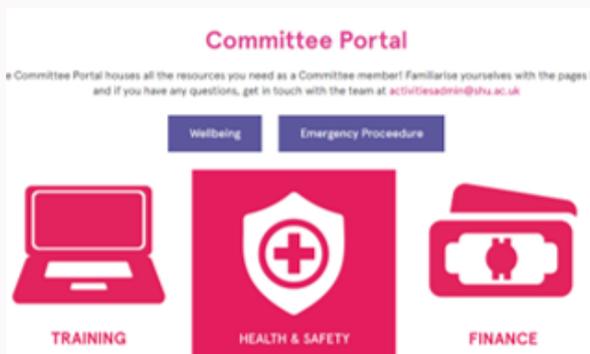


SOCIETIES INSTAGRAM ACCOUNT

Follow us on Instagram for quick updates, news from other Societies and Society of the Month announcements!

THE COMMITTEE PORTAL

The Committee Portal houses all the resources you may need as a committee member where you can access them 24/7. Familiarise yourself with these pages!



Please note, Resource Booker is unavailable for bookings in Semester 1 until lectures and seminar spaces have been finalised.

RESOURCE BOOKER

Resource booker allows our committees to book university spaces for their society's regular activity. All Presidents and Secretaries have been given permission to book on behalf of your society, if you have any access issues please get in touch with us at activitiesadmin@shu.ac.uk.

GENERAL NOTICES

FOR YOUR INFORMATION



PR and Journalism Society 2022/23

Society Email addresses

Each Society has a society managed email address, typically a Gmail or Outlook account, that we keep on file to send all society related communications.

This is so your student email is kept free for university related information.

The login information is held by the previous committee who should have provided this to you as a part of your handover.

If you do not have access to this account you will need to create a new email address and provide it to us at activitiesadmin@shu.ac.uk as soon as possible.

Associate memberships

If you wish to have an associate membership option for your society, you must make an appointment with a member of the Student Groups Team to discuss this so that it can be set up for you. Any membership options for a society must be set up through the system so please do not attempt to create a membership option via a product on your society webpage as this will be removed and those purchasing it will not hold a valid membership to your society.



Tabletop Gaming 2022/23

GENERAL NOTICES

FOR YOUR INFORMATION



SHOUT Society 2022/23

The SU Website

The SU Website is getting an upgrade!

This means that from the 29th of August, the pre-existing links to your resources including the Committee Portal will no longer work due to URL changes.

You will still be able to access the Committee Portal manually through the SU website and we will be updating our resources with the new links over the first week of September.

If you struggle to find something, get in touch and our team would be happy to help you.

Academic Societies

If your Society is categorised as an Academic Society, the University is organising Welcome activities you may be able to get involved in.

Our team will contact you directly to share any specific opportunities for you during the welcome period so keep an eye on your Society email inbox!



FANS 2022/23

COMMITTEE CHECKLIST



Sign up for a stall at the Societies fair.



Sign up for Committee Conference 2023.



Update your members with details of the by election.



Request a space for your regular society activity at the Hubs.



Keep an eye on your society email inbox.

