

**THE COMMITTEE
CONFERENCE ²⁰₂₂**

Committee Roles and Responsibilities



This session will cover

Committee Structure:
Core and additional roles

Shared committee responsibilities

Role-specific responsibilities

Our commitments to each other

Delivered by...



Rose and Tammy
The Student Groups Team

What is a committee?

- A committee is, at its root, a group of volunteers. They are individuals who are passionate about the society and wish to volunteer their time to support the logistical running of the society.
- A committee member is someone who dedicates their time to ensure that their society follow proper processes for activity so the members can participate safely.



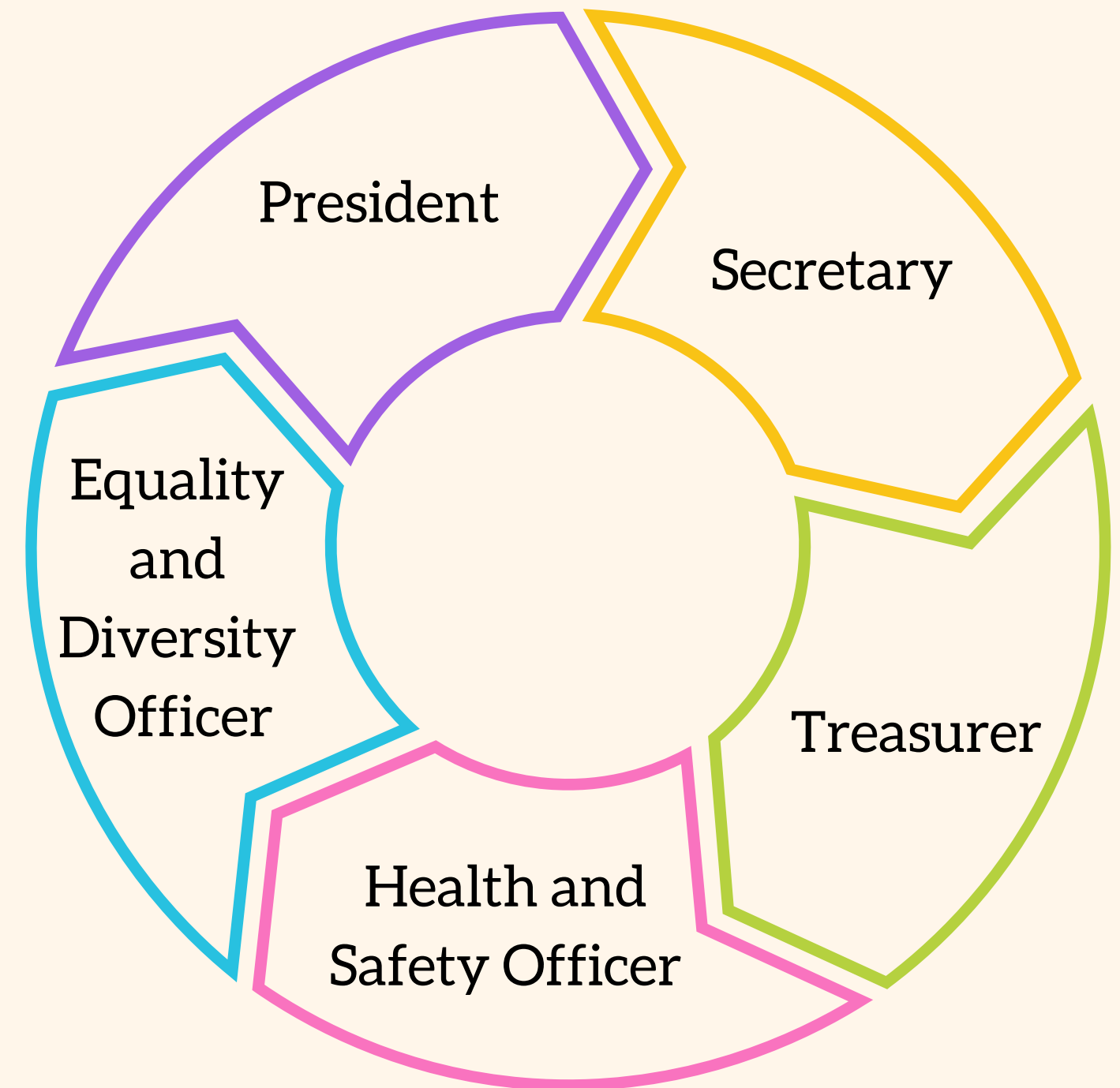
Committees are not...

- In charge or holding a position of management over the rest of the committee or your membership. Committee members are elected to support the society, not rule over it.
- The ultimate authority within a society. Committee members cannot remove others from the committee or the wider society. This is solely the responsibility of the Students' Union.
- A committee is not a hierarchy. Each member plays a role in the wider functioning whole.



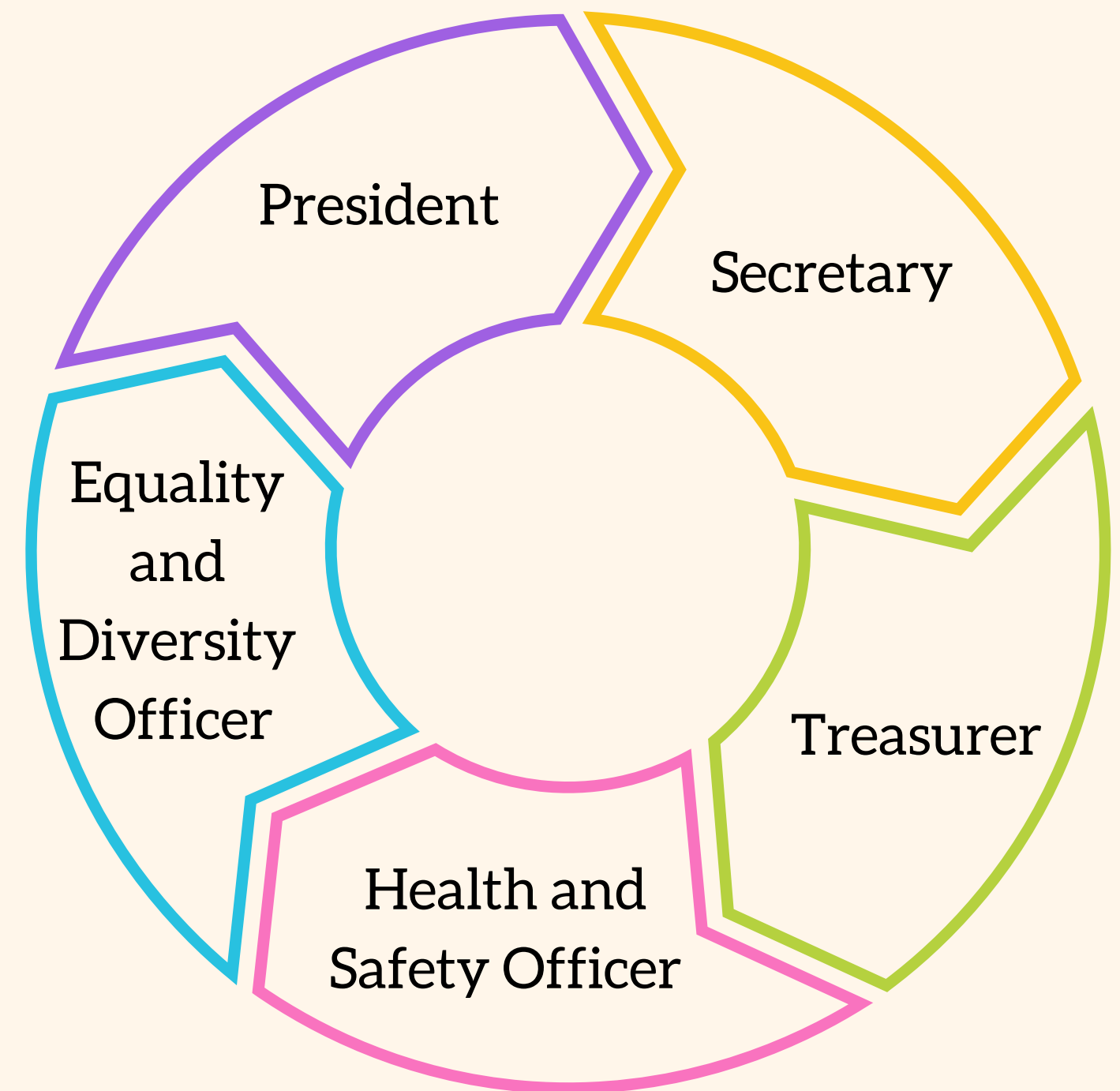
How are committees structured?

- There are 4 core roles within SHU societies:
 - President
 - Secretary
 - Treasurer
 - Equality and Diversity Officer
- Our High Risk societies also have a core Health and Safety Officer role.



How are committees structured?

- These roles are:
 - Compulsory
 - The standard committee structure for all societies
 - A collaborative team who specialise with specific responsibilities
- A student may only hold one of these positions per society at any one time



How are committees structured?

Additional Roles

- Some societies have additional roles too, for example Vice President.
- These roles are created to support a society with a specific area of their work and there is a democratic process necessary for the creation and filling of a new role.



Creating additional roles

The committee must write up the responsibilities of the new role

This must be presented to your members with advance notice

You must hold an internal vote, you can do this via google forms. This is to **create** the role.

The vote options must include: 'In Favour', 'Abstain' and 'Against'

Evidence of this vote, such as screen shots of the results page must be sent to the Societies Team for the new position to be recognised.

Remember only standard members of your society are eligible to vote to create new committee roles.

The Societies Team will confirm that the new position has been created and then you must request a by election to fill this position.

Shared responsibilities

- All society committee members are responsible for the following:
 - Signing and following the society constitution.
 - Collaborating with other committee members to complete and update all society paperwork.
 - Attending and completing society committee training.
 - Ensuring that the society runs smoothly by listening to members.
 - Ensuring the financial sustainability of the society.
 - Making members aware of the society elections and provide a handover at the end of your term in post.



Role-specific responsibilities

- Each role also has some more specific responsibilities - it is worth noting that each society will run differently based on your activity, your community, and your aims, so these descriptions won't necessarily cover exactly what a committee member in your society will be responsible for, but this is an overview that should help you!



Role-specific responsibilities

President

- Chair committee meetings
- Chair AGMs
- Support other committee members
- Lead society sessions

Secretary

- Room bookings
- Prepare Agendas, minute meetings and AGMS
- Organise transport
- Liaise with external suppliers and the SU

Treasurer

- Managing the society budget
- Research different providers
- Ensure cost-effective activity
- Follow finance procedures

Equality and Diversity Officer

- Identify ways your society can be more inclusive
- Lead the committee's work on removing barriers to engagement
- Encourage members to support other societies

Health and Safety Officer

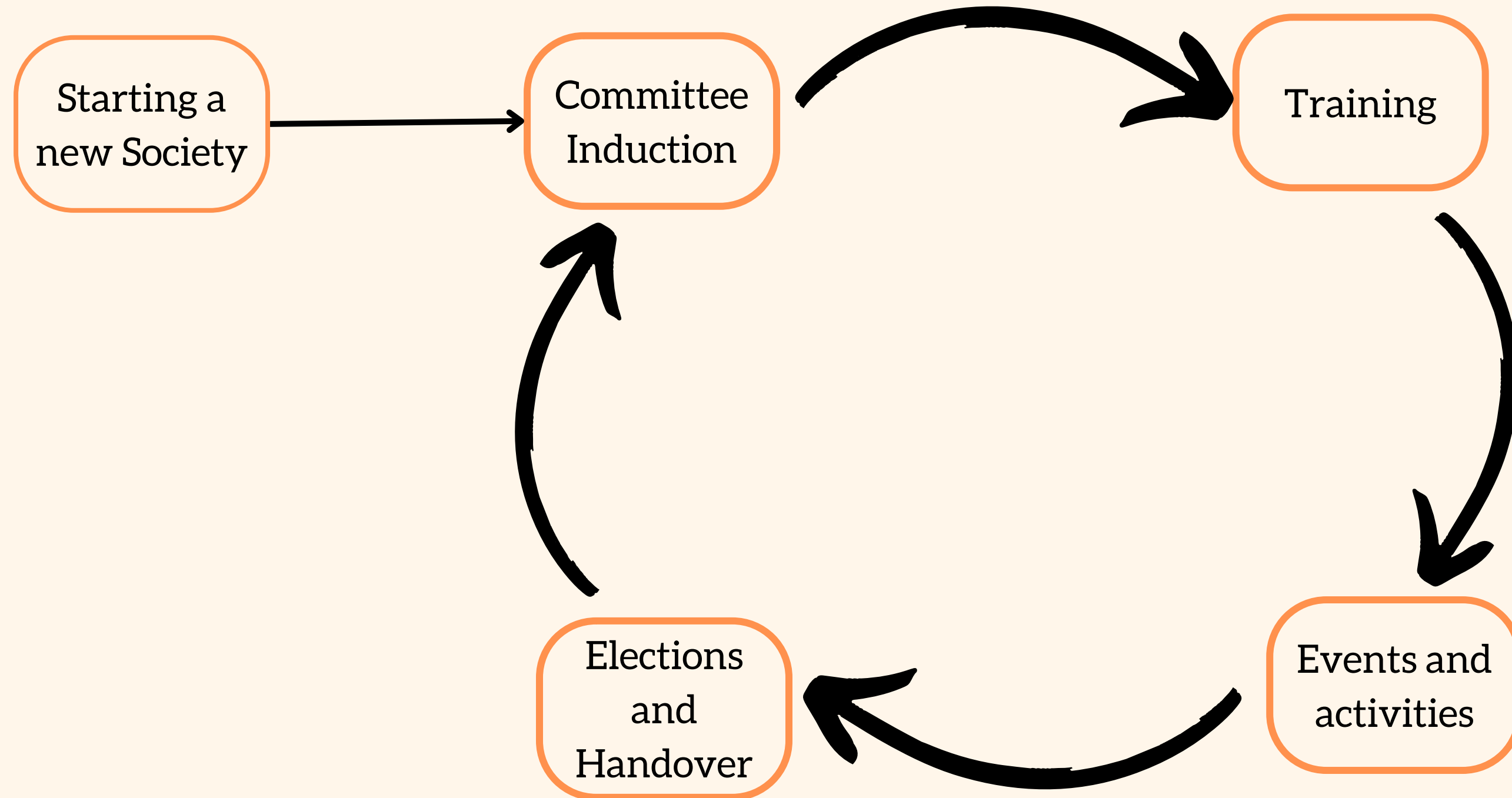
- Ensure your activities are risk assessed
- Ensure society equipment is fit for purpose
- Communicate specialist training requirements with the SU team

Role-specific responsibilities

- As we mentioned, that overview wasn't extensive. You will need to refer to your society constitution and the Committee Portal for full responsibility descriptions.
- For our additional roles, your society should include the list of your responsibilities in your constitution, these responsibilities will vary by society but you can speak to the team if you need support.



Society Life Cycle



Your commitments

As a society committee, we ask that you commit to...

following proper processes, completing paperwork as needed, and meeting deadlines

supporting one another with respect, kindness, and understanding

ensuring that the experience of your members is positive

championing zero-tolerance of bullying or harassment of any kind

Our commitments

As a staff team, we commit to...

supporting you with all formal society processes, providing instruction and guidance on completing paperwork

supporting you as a committee and as individuals through development opportunities and guidance

supporting you and to champion zero-tolerance of bullying or harassment of any kind

ensuring that your time on the committee is impactful and you have a positive experience

Finance



This session will cover

Finance Basics

Purchase Order Requests

Claims Forms

Society Funding

Delivered by...



Lucy, Rose and Tammy
The Student Groups Team
featuring James from SHSU
Finance

Society Finance Basics

- Every society has an account.
- The President, Treasurer, & Secretary can authorise spending (few exceptions).
- All society funds must be kept in this account - No cash or additional accounts
- You cannot go overdrawn - (there's no overdraft option)
- The money in your account is the society's; the Students' Union doesn't take a cut, percentage, or charge fees.



Society Finance Basics

- There are some things that your society is not able to spend money on or use your society account for:
 - Anything contravening SHSU policy, or that could reasonably be construed as such
 - Campaigning for the political aims and ends of a political party
 - Donations to any other charitable organisation



Society Finance Basics

- There are a number of ways your society can generate income:
 - Membership prices
 - Fundraising
 - Selling tickets and products
 - Sponsorships
- When deciding how to generate income for your society, it is important to remember that it should be cost effective and not put financial strain on your members and attendees to your activities.
- The rest of this section will explore some considerations for these types of income generation.



Income Generation: Covering society costs

- Although the union supports societies financially, we have a limited budget so it's important to think about ways your society can financially support itself.
- Membership fees are a good place to start. Not all societies will want or need membership fees, but if your regular activity costs money membership fees might be a good way to help cover this.
- Memberships are valid for 1 year and collected through the webpage.



Income Generation: Fundraising/Sponsorships

- Fundraising allows a society to raise extra funds for a specific project or event. We can discuss fundraising with you after training.
- You may also consider a sponsorship for your society - this will be covered in this afternoon's session (recommended for Treasurers!)



Purchase Orders

- A Purchase Order is a legal guarantee that your society will pay a supplier a set amount for a product or service.
- Once you've given a PO number to a supplier, you cannot back-out of paying them the amount you've committed to.

Societies Purchase Order Request Form

Please use this form to request a purchase order from the Societies team which we can use to place an order with a supplier. We'd encourage you to consult the recommended suppliers list to ensure an easy transactions. Purchase Order requests should be placed and submitted at least two working days before you need to place an order.

Once a purchase order request is placed, the societies team will raise on your behalf and then send a copy of the Purchase Order onto the supplier using the details in this form.

Please do not place an order prior to an authorised Purchase Order being received. This is in violation of SHSU Financial Procedures Policy and will lead to delays in the order being placed/invoice been paid, or purchase Order request being rejected.

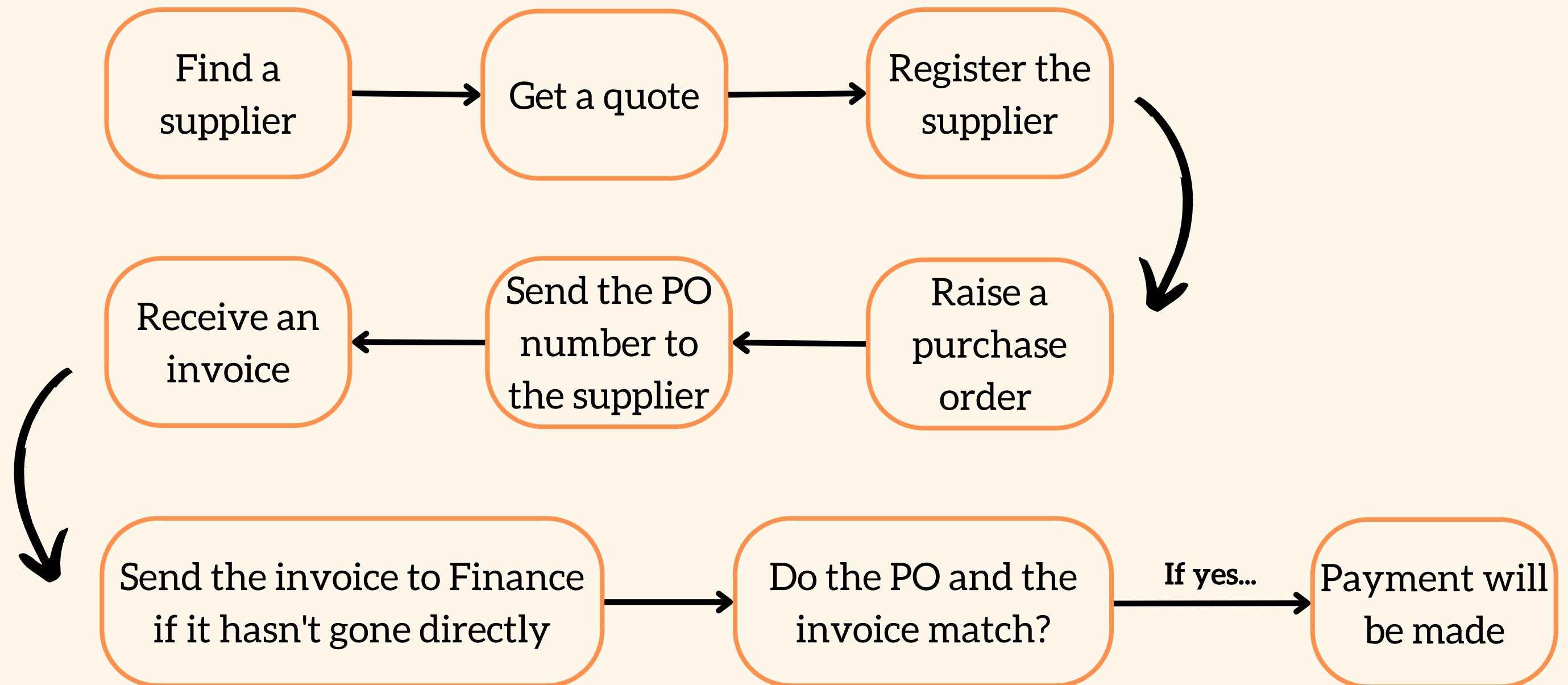
Please fill in all the appropriate details from each section and then click on Submit.

You will need to use your university login to submit this form.

For further additional information should be emailed to activitiesadmin@shu.ac.uk

Privacy. When you submit this form, the owner will see your name and email address.

Purchase Orders Process



Purchase Orders Process

1

Finding a Supplier

- What are you looking to order? (Consider: quantity, quality, uniqueness)
- Have you purchased similar products/services before?
- Have other societies purchased similar items/services?

2

Getting a Quote

- Have a realistic idea already
- Where possible get 3 quotes and compare
- Consider add ons: Delivery charges & VAT (20%)

Purchase Orders Process

3

Registering a supplier and requesting a PO

- Fill in the PO request form, this will ask you for supplier details.
- Link can be found in the Committee Portal Purchase Order page.
- Once completed the form is automatically sent to the Student Groups Team for approval.

Purchase Orders Process

4

Send the PO number to your supplier

- You will receive a PO number
- Example: POR001234
- Forward this number to the supplier

5

Recieve your invoice

- When you receive the invoice, the Purchase Order should be visible
- It should match the amount quoted on the purchase order
- Submit the invoice to Finance if it was not sent there directly

Claims Form

- An claim form is a reimbursement to a society member for purchases made on behalf of the society. This reimbursement can take two weeks to be processed so please bear this in mind before spending!
- Conditions:
 - Usually purchases made when a purchase order isn't acceptable or relevant
 - These include: high street purchases, online purchases (Amazon), food purchases (for specific events)
 - Only society members can claim funds back

Societies Claim Form Request Form

Please use this form for when you need to claim back expenses on behalf of a society. A request will then be sent to the Finance team at the Students' Union who will raise the Claim Form and send on to a committee member of the Societies team to authorise.

Please note, a member of the committee must be aware of the expenditure and have approved that you are allowed to spend the societies money prior to any purchase being made.

Please fill in all the appropriate details from each section, ensure you have provided backup for the claim (by providing a copy of a receipt) and that the total claimed matches the value of the receipts.

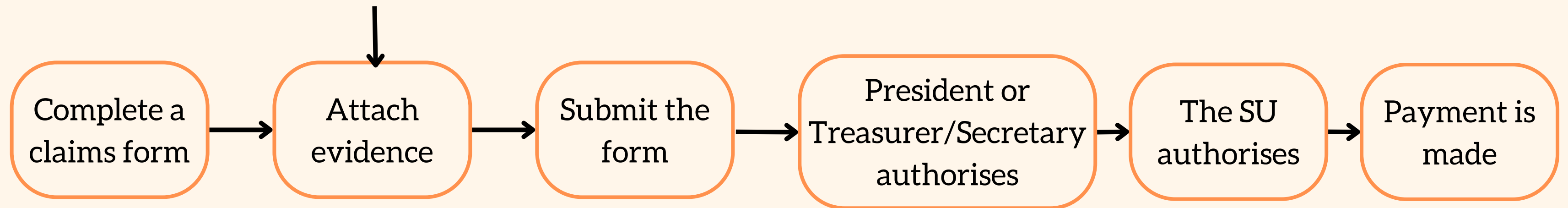
You will be sent an automated email once you have submitted a request which will provide you with a reference number. If you have any queries regarding this submission, please email activitiesadmin@shu.ac.uk quoting the reference number.

Hi, Tammy. When you submit this form, the owner will see your name and email address.

ails

Claims Form Process

This can be screenshots of orders, photos of receipts - anything that proves payment has been made



Note: The President or Treasurer/Secretary cannot authorise a claim form if they are receiving the reimbursement

Claims Form

- Claims forms have a couple of sections you need to make sure you complete properly.
- The **Claimant** section provides the context on the person who needs to be paid and the society they are from.
- **Claim details** focuses on why this person is owed money by your society.
- **Bank details** is for the bank details of the person you wish to pay. You must ensure these are correct as incorrect payments cannot be recovered or repaid.
- Claims forms must be submitted within 3 months of the purchase being made to be reimbursed.

Society Funding

- Funding is available to Hallam societies to support their activities
- Conditions:
 - Funding will not be granted for regular activity, you are expected to be self sufficient for your day to day activities
 - We do not provide funding for associate members
 - Society funding is limited and we allocate it fairly across all our student groups
 - We operate on a 50% matched basis



Society Funding Considerations

- There are some things you should consider when applying for funding:
 - **Be Realistic:** Society funding is limited. Consider the realistic costs for the funding versus the benefits gained.
 - **Be Clear:** Know exactly what you're wanting the funding for, detailing the benefits the funding will give the society & members.
 - **Other Options:** Show evidence that you have tried funding through other means, be it ticket sales, sponsorship or fundraising.




What won't be funded?

- There are some things that you will not be granted funding to cover:
 - Costs for your day-to-day, or regular society activities
 - Personal clothing or items, e.g. society hoodies
 - Amounts totalling over 50% of the total cost of your proposed purchase
- We will not grant funding to requests made after you have made the purchase



How to apply

- To apply for funding, you will need to complete the Society Funding Request form.
- It is available on the Committee Portal under the Finance page.
- Once complete, it needs to be sent to activitiesadmin@shu.ac.uk
- All society paperwork is reviewed weekly, so make sure you submit it with plenty of time!



SHEFFIELD HALLAM STUDENTS' UNION

Society Funding Request Form

Every SHUSU Society is eligible to apply for funding to support their events and activities. This form will collate all the information about your funding request and will be reviewed by the Student Groups Team every Monday on a case-by-case basis. Your Coordinators will be in touch regarding your funding request following that meeting.

Please email the completed funding request to activitiesadmin@shu.ac.uk

Society Name	
Date of Event/Activity	
Tell us about this event... <i>What is its purpose? Where is it? What are you going to do?</i>	

Attendee information	
<i>Tell us about who is attending your event (please estimate if you are unsure)</i>	
Number of SHU Students:	
Number of Associate members:	
Number of other, general attendees:	

Paperwork and Processes



This session will cover

Society Constitutions

Risk Assessments

Guest Speaker Forms

Trips and Events paperwork

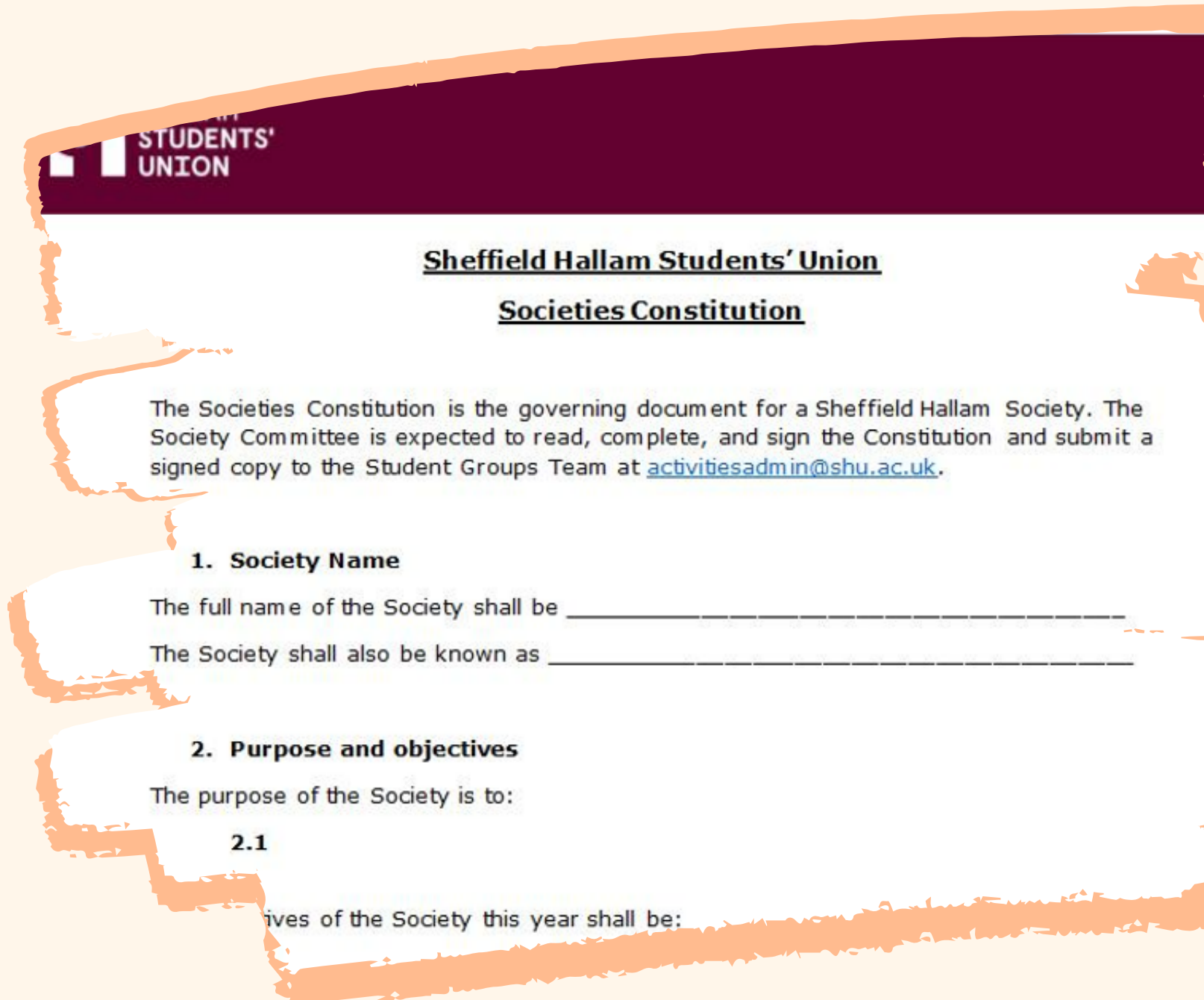
Delivered by...



Lucy, Rose and Tammy
The Student Groups Team
featuring Brian from SHSU
Facilities

Society Constitutions

- Each society has a constitution that details what the aim of the society is and how they intend to achieve their aims. These targets could be anything from a recruitment goal to a raising and giving effort for a charity you care about. The SU has provided a template that each year the committee must complete and sign.
- This is a 'living' document that you can update with new targets etc.
- This constitution will also list all the responsibilities of your committee members, so make sure you add in your additional role descriptions.



STUDENTS'
UNION

Sheffield Hallam Students' Union
Societies Constitution

The Societies Constitution is the governing document for a Sheffield Hallam Society. The Society Committee is expected to read, complete, and sign the Constitution and submit a signed copy to the Student Groups Team at activitiesadmin@shu.ac.uk.

1. Society Name
The full name of the Society shall be _____
The Society shall also be known as _____

2. Purpose and objectives
The purpose of the Society is to:

2.1
ives of the Society this year shall be:

Risk Assessments

- There are two types of risk assessment we ask you to complete:
 - Your annual, regular activity risk assessment
 - Risk assessments for 'additional activity' like one-off events and trips
- The process to complete the risk assessments is the same but completing your annual risk assessment means you can get on with your regular (weekly, monthly) activity. All events and trips that your society hosts will need an additional risk assessment.



Risk Assessments: Myths

If I do a risk assessment I will have to say its dangerous and we wont be allowed to do an activity

Risk Assessments: Myths

If I do a risk assessment I will have to say its dangerous and we wont be allowed to do an activity

False

A risk assessment is to help you make an activity as safe as possible while still doing it!



Risk Assessments: Myths

I must fill it in with every possible risk I can think of...

Risk Assessments: Myths

I must fill it in with every possible risk I can think of...

False

A risk assessment should only cover those things which are likely to occur and/or cause injury



Risk Assessments: Myths

If I fill it in and someone gets hurt, I get in trouble

Risk Assessments: Myths

If I fill it in and someone gets hurt, I get in trouble

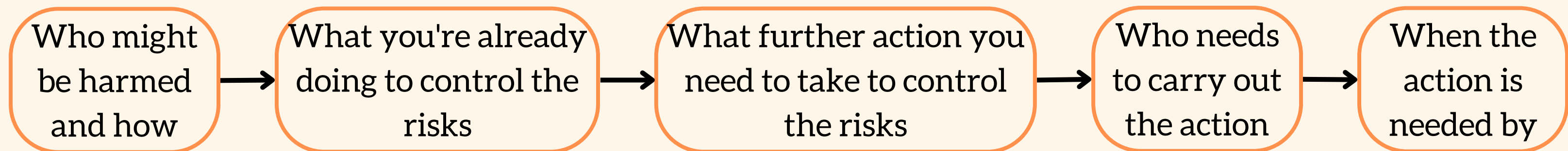
False

A risk assessment isn't there to blame anyone, only to record a thought process

How do we risk assess?

- Full guidance and forms can be found on the Committee Portal
- Look at your society's previous risk assessments - can anything be taken from those? Save it as new - do not overwrite old ones

5 Step Process



How do we determine risk?

Likelihood	Severity
How often has it happened in the past?	How severe would you expect an injury to be?
Are there control measures in place?	Has it happened before? What was the injury

Likelihood	High			
	Medium			
	Low			
		Low	Medium	High
		Severity		

Control measures

- Examples of Control measures:
 - Knowledge - Information, Instruction & Training
 - Collective Controls - e.g. barriers
 - Individual Controls - e.g. PPE - masks, goggles
- What to do once the Risk Assessment is done
 - Send a copy to activitiesadmin@shu.ac.uk
 - Communicate - who needs to know and what do they need to know?
 - Review it



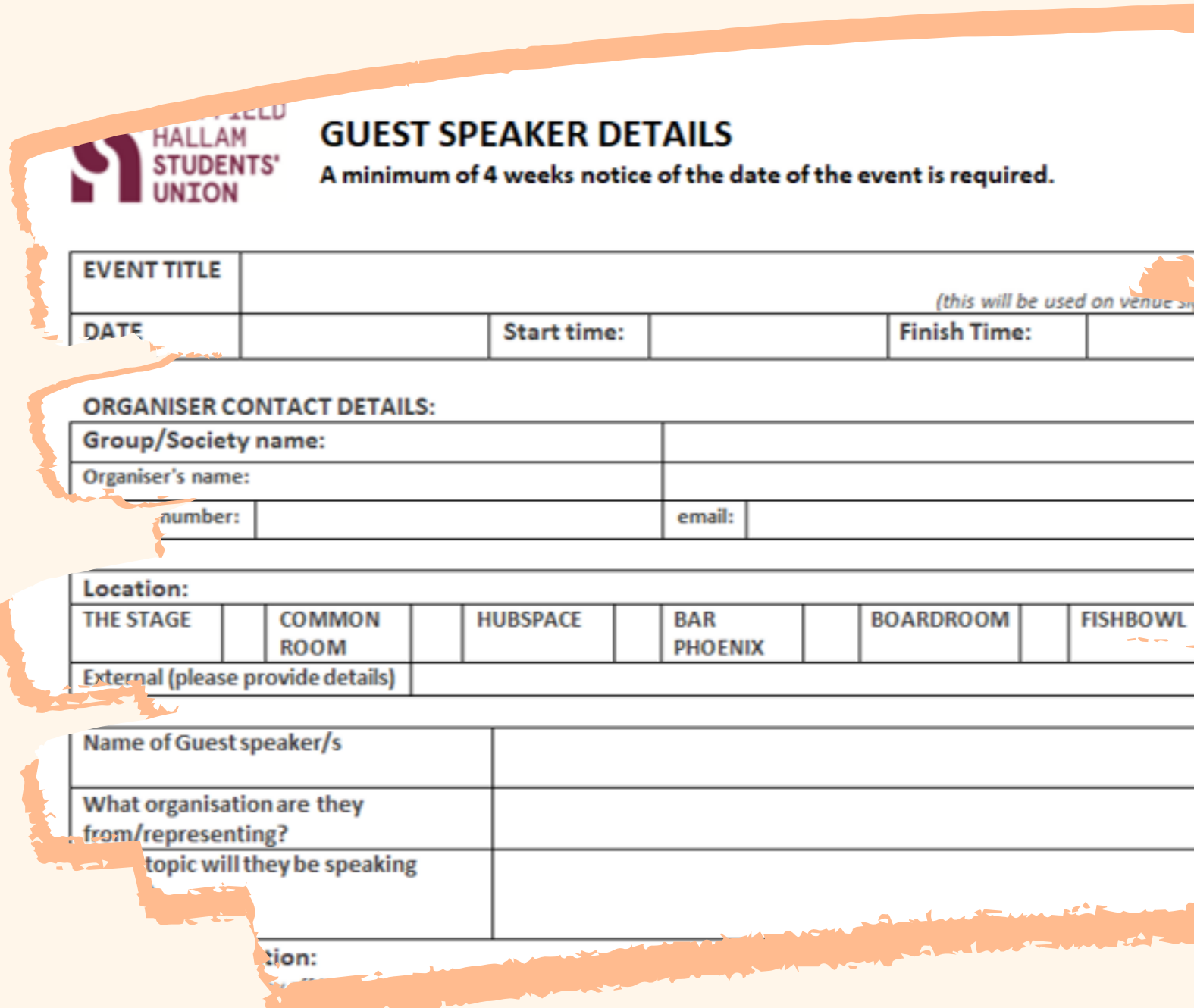
Risk Assessment deadlines

- We require a risk assessment for your regular activity, this risk assessment will cover your regular activity for the entire academic year.
- You will be required to complete a risk assessment for each additional event you run throughout the year. These additional risk assessments must be completed:
 - Single day trip or event - 3 working days' notice
 - Overnight trip in the UK - 10 working days' notice
 - Trip abroad - 15 working days' notice



Guest Speaker Forms

- There are two types of guest speaker forms we ask you to complete:
 - Your annual, regular guest speaker form, used for instructors, performers, actors and public speakers for example
 - Guest speaker forms for 'additional activity' like one-off events
- Guest speaker forms are a requirement of the University. They must be submitted 4 weeks in advance. Do not advertise a guest speaker until the form has been approved



HALLAM STUDENTS' UNION **GUEST SPEAKER DETAILS**
A minimum of 4 weeks notice of the date of the event is required.

EVENT TITLE					
DATE		Start time:		Finish Time:	
<i>(this will be used on venue sign)</i>					
ORGANISER CONTACT DETAILS:					
Group/Society name:					
Organiser's name:					
number:			email:		
Location:					
THE STAGE	COMMON ROOM	HUBSPACE	BAR PHOENIX	BOARDROOM	FISHBOWL
External (please provide details)					
Name of Guest speaker/s					
What organisation are they from/representing?					
topic will they be speaking					
Address:					

Annual Paperwork deadline

You must complete your:

- Constitution
- Annual Risk Assessment
- Annual Guest Speaker Form

By the 14/10/2022 and email a copy of them over to the team.

If you are struggling, get in touch with the team at activitiesadmin@shu.ac.uk



Trip and Event Processes



Trip and Event paperwork

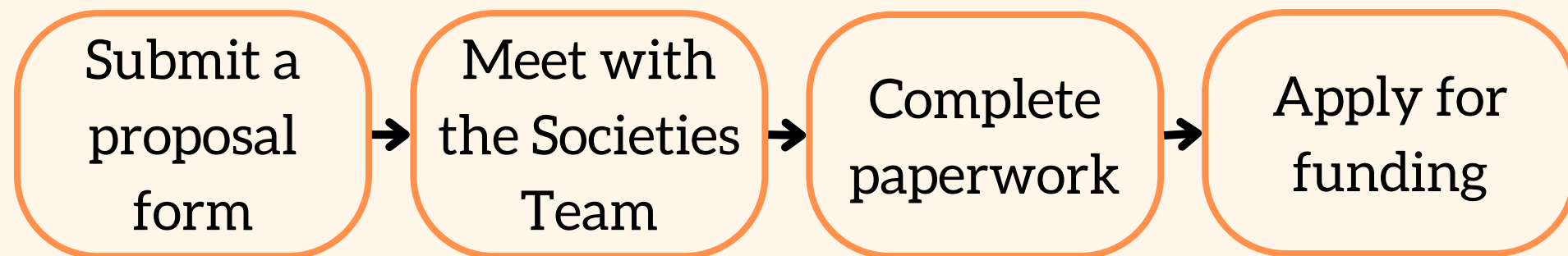
When planning a trip or event for your society, you will have some specialist paperwork you must complete.

Each trip and event will also need a Risk Assessment and Guest Speaker Form where relevant. The Student Groups Team can advise whether your trip or event requires a Guest Speaker Form.

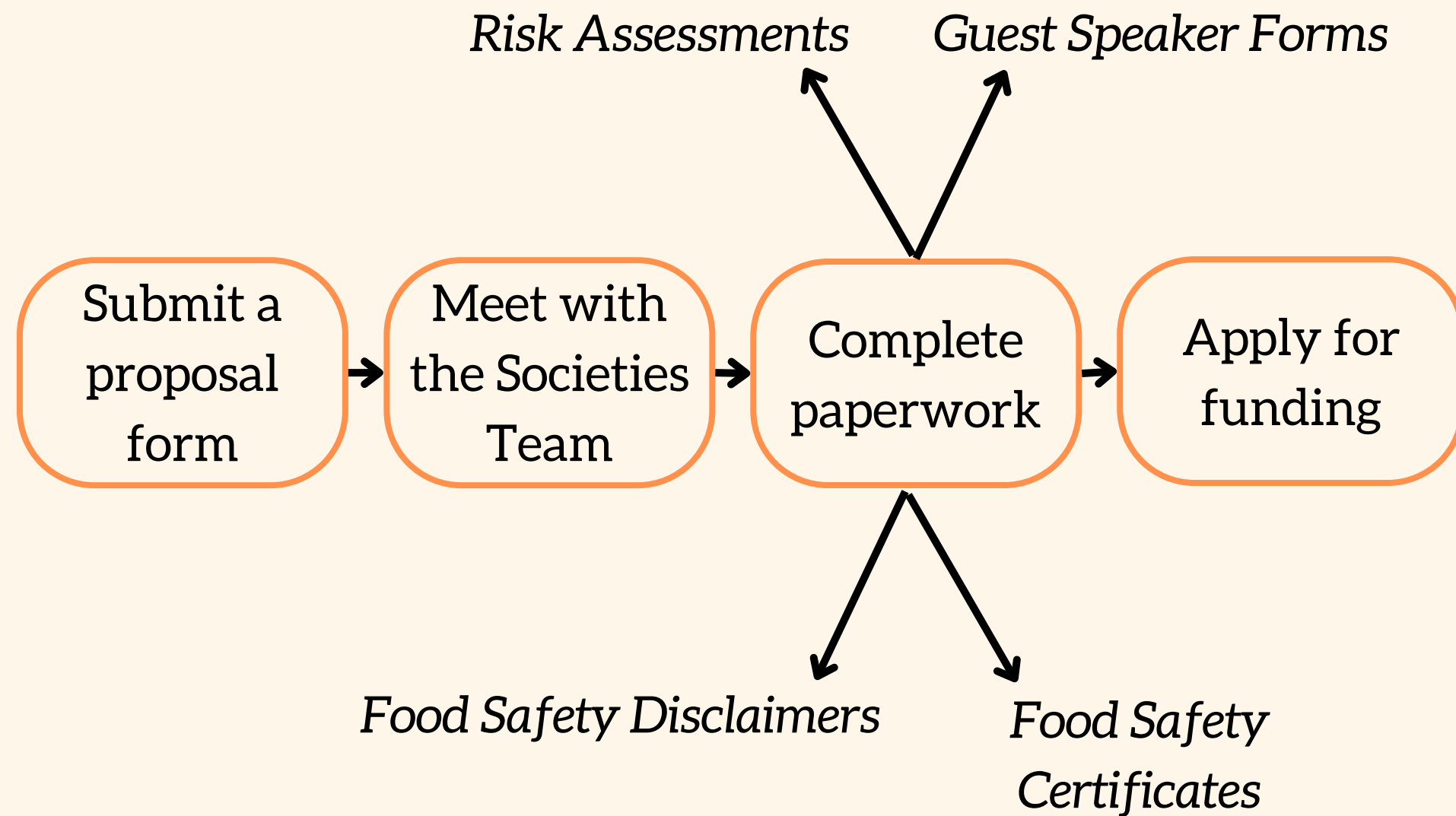
So how do we plan trips and events?



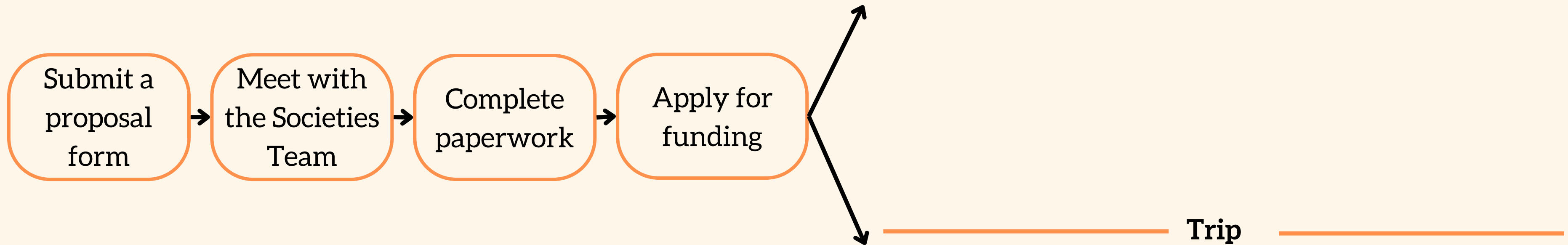
Planning a Trip or Event



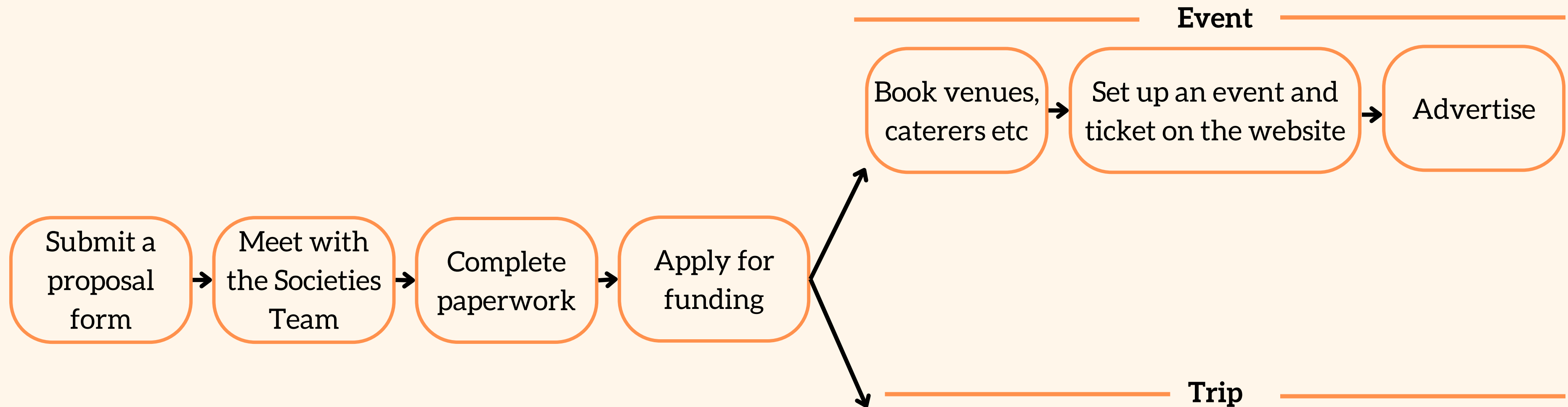
Planning a Trip or Event



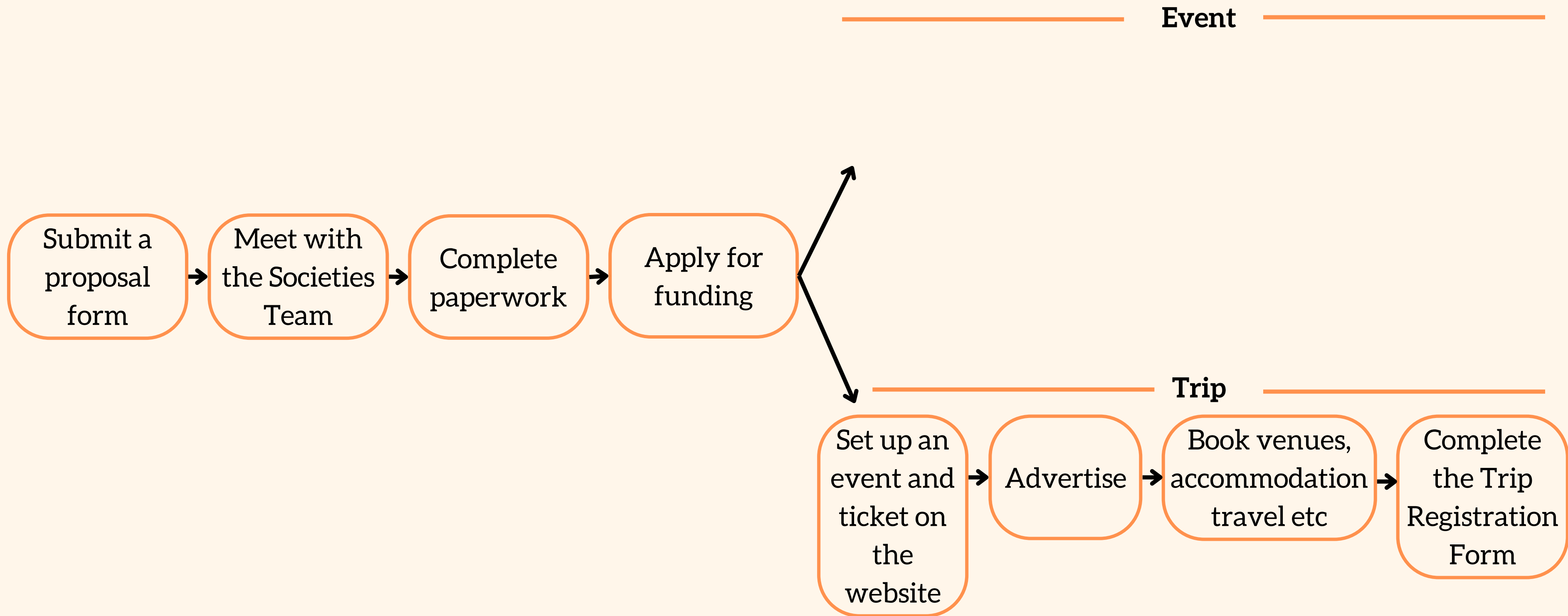
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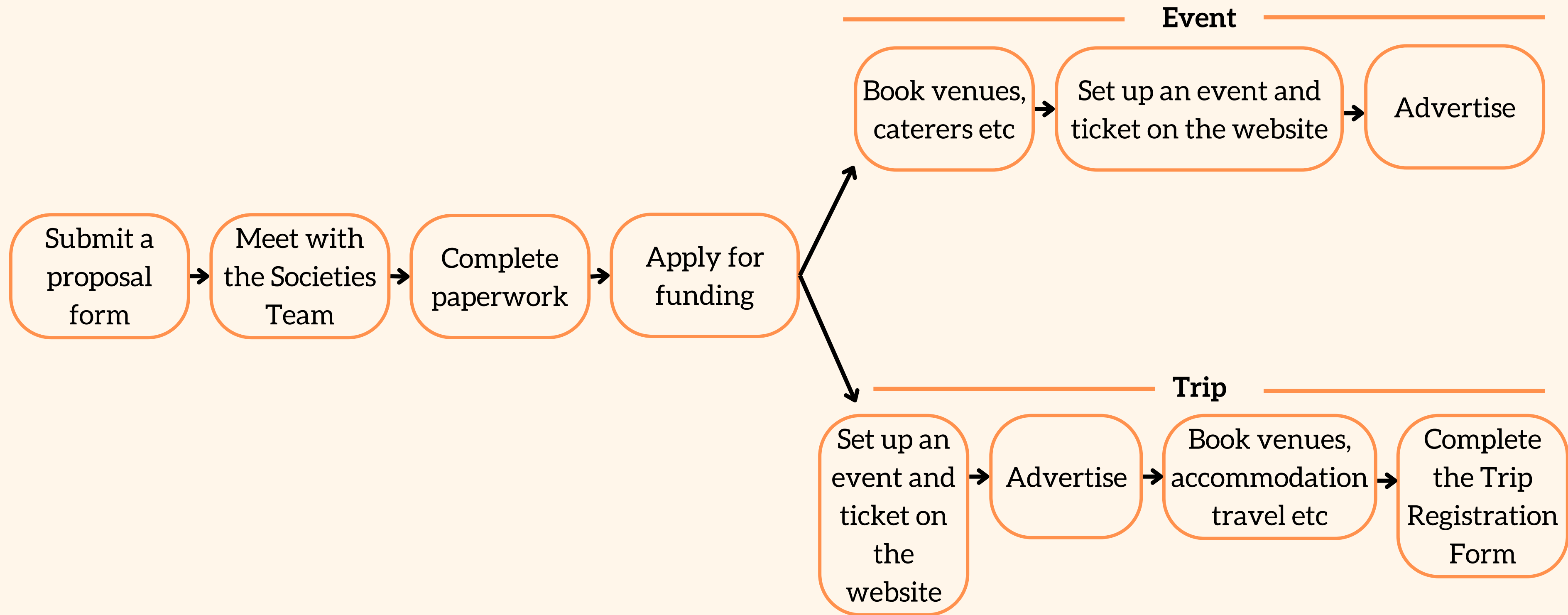
Planning a Trip or Event



Planning a Trip or Event

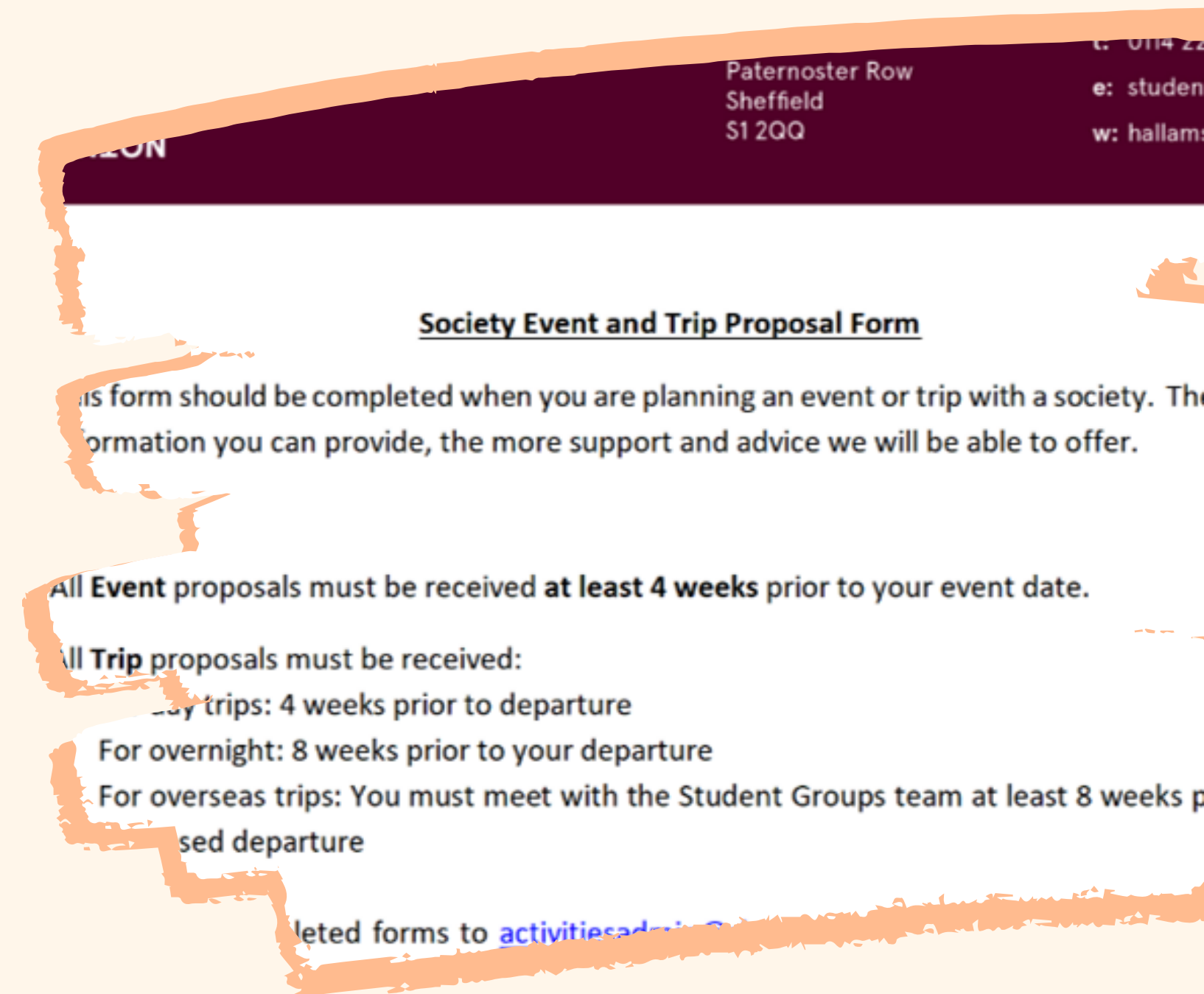


Planning a Trip or Event



Trip and Event Proposal

- When you want to host an event or trip for your members, the first thing you need is a Trip and Event Proposal.
- This gives the SU an overview of what you have planned and enables us to support you further.



Trip Registration Form

- When you have completed your paperwork and your trip is advertised, the last thing you need to do is a Trip Registration Form.
- This is **compulsory** and tells us the finalised details of where you are going, when, how you are getting there and most importantly - who is attending.
- This form must be submitted in advance of your trip as we provide it to university security to support you in the event of an emergency.

Sheffield
S1 2QQ
e: studentsunion@sh
w: hallamstudentsuni

Trip Registration Form

Group Details	
Group name	
Reason for trip (e.g. competition, social, learning/development)	
Main contact within group (usually a member of your committee)	Name: Mobile:
Alternative group contact	Name: Mobile:
Contact at venue	Venue and contact name: Phone:

Travel Details					
Outbound					
Mode of transport	Company*	Departure point	Departure time & date	Arrival point	Arrival time & date

Company* Depart

Additional Resources and Further Development



This session will cover

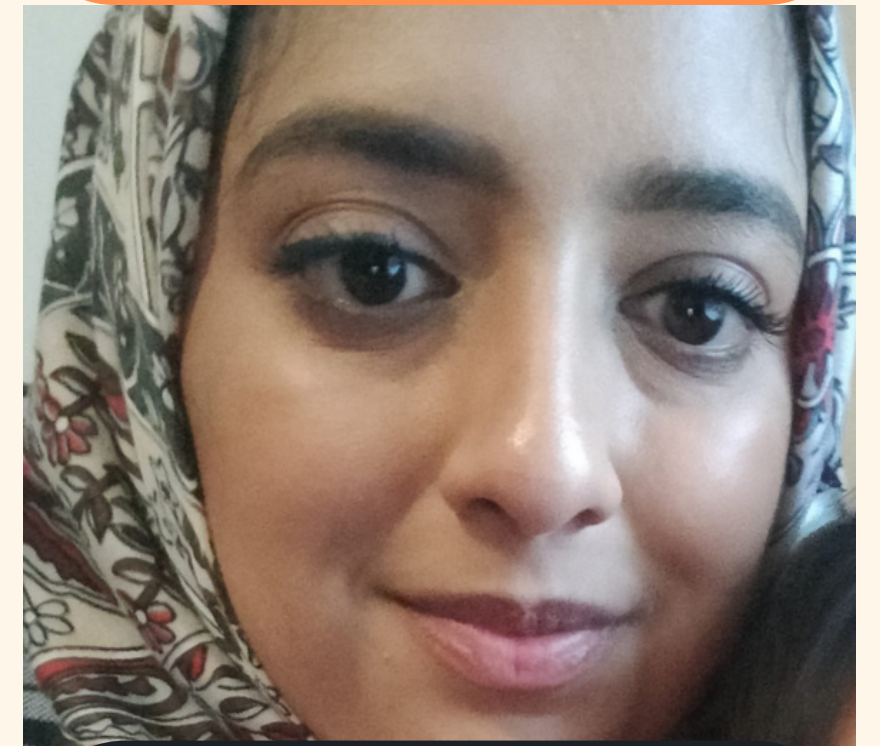
The Committee Portal

Key events for 2022/23

Further Development Opportunities

Student Employability Training Programme

Delivered by...

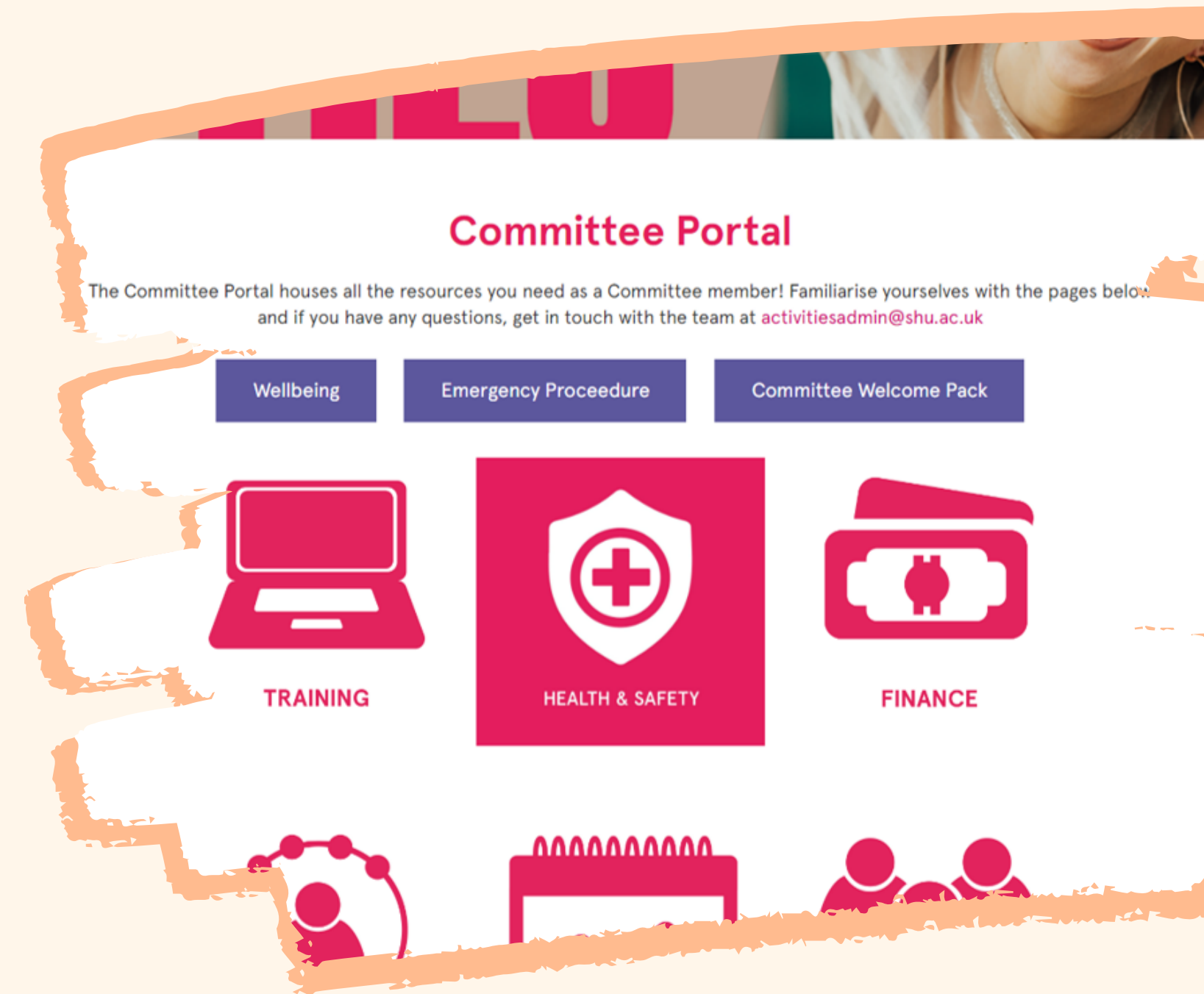


Lucy, Rose and Tammy
The Student Groups Team

*featuring Zafarine from the
SET Team*

The Committee Portal

- The Committee Portal is your one-stop-shop for resources, guidance and the links that you need to run your society effectively.
- The Portal has had a revamp, so even if you have used it before - take another look! The resources have been reviewed and updated and there is plenty of video content to help you with our processes.



Key Events for 2022/23

Societies Fair



When: 27/09/2022
Where: The Leadmill
10am-4pm
Sign up for a stall now!

Societies Awards



TBC
A night of awards and celebrating everything you do!

Elections



TBC
Want to keep your Society going next year? This is your opportunity!

Final Notices



Final Notices

Deadline: society paperwork is due 14/10/22

To Do: Check you have access to the society email account

To Do: Sign up to Societies Fair and/or GIAG

To Do: Check out the Committee Portal resources and book a development meeting with the Student Groups Team!



Thank you for coming

Before you go, please
feedback about your
experiences today!

