



Committee Welcome Pack 26/27

Everything you need to know to
get your club off the ground!

A quick hello...

Hey there! Welcome to the wonderful world of clubs and societies. I hope you and your fellow committee members have a blast; connecting, creating and discovering yourselves. Keep busy, keep pushing the boundaries, and last but not least make it memorable. That's it from me - enjoy being leaders in student opportunity!



Simonne Gautron

*Vice President Student Opportunities
2026/27*

Meet the team...



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Big changes to memberships...

Introducing AUB member exclusive memberships

The Student Opportunities Team are excited to announce a brand new membership type in our Clubs and Societies: AUB Membership!

This is for a couple of reasons;

- To allow AUB Students to vote in your Club and Society Elections
- To help distinguish BU student members from other members, this will support you during funding applications and other Club processes.
- To make it easier for the Opps team to measure the impact of Societies on the student experience.

Basically, it's a win win all round! So how do they work?

As of September 2026, we have 3 membership types per Society:

- Standard Membership - This membership is for current BU Students only.
- AUB Memberships - This is for current AUB students. This is a brand new membership for this year!
- Associate Membership - This membership is for all other types of members; Alumni, Friends, Family, and members of the local community.

It is important that all AUB students register their website account with their AUB Student email address and use that account to purchase their AUB Membership.



We have implemented this change to our membership structure as AUB Members can now vote in society elections!

This is something many of you have been asking for, with the change formally proposed by the Surf Club.

We will communicate more information on the changes to your Elections eligibility nearer the Student Leader By Election in October, but in summary, you felt there was a disconnect between your AUB members being eligible to run for additional committee roles but not participate in voting for them - and we agreed!

Changes to SUBU's Governance have since taken place allowing AUB members to vote for the roles they are eligible to run for as a candidate i.e. all non-compulsory roles.

Your core roles of President, Secretary, Treasurer (and Health and Safety Officer in High Risk Societies) are still BU Student exclusive roles for both candidate and voter eligibility.

We would be happy to support you with any queries you have on this change ahead of the By Election.

The Committee can choose to set a separate membership price for each membership type (this is useful when you consider that AUB and Associate members are not eligible for SUBU funding!). Make sure to communicate this to your members to ensure they have no difficulties when purchasing their memberships.

AUB Members can now VOTE in your Elections!

If you have bespoke membership structures due to the nature of your Society, please book in to discuss your needs with your Coordinators to ensure your memberships are set up ahead of Freshers Fair.

If you have any questions on the change get in touch with the team at suclubs@bournemouth.ac.uk.

We are really happy to announce these changes and let you know that your feedback has been implemented!



Committee Training 2026

We are excited to announce changes to your Committee Training!

Committee feedback demonstrated that you felt attending the Committee Conference every year was difficult for returning Committee Members, particularly when a full day conference meant reorganising your part time work schedule and other commitments.

So we have mixed things up. There are now two methods of completing training for your Committee role, depending on whether you are a brand new Committee Member or returning to a Committee. We will contact you directly with more information on which route applies to you personally, but as an overview:

New Committee Member

For students who were not on a Committee during the 2025/26 Academic Year, you will be required to attend the in person Committee Conference training session on Friday the 18th of September in Bournemouth Gateway Building - Room 402.

To make it easier on you to attend, the Conference will last three hours. Focusing on your core training requirements.

There will be two cohorts taking place on the same day, to give you further flexibility on when to attend:

Cohort A - 09:30-12:30

Cohort B - 13:30-16:30

You only need to attend one of these sessions. Sign up for your preferred cohort now to avoid disappointment:

Returning Committee Member

For students who were on a Committee during the 2025/26 Academic Year, you are being issued a brand new online training refresher course. You will be required to complete this refresher training in your own time by 02/10/26.

This training option is a privilege, your training is important to ensure the safe running of your activity during the academic year. **If you do not complete it by the deadline, we reserve the right to remove you from your role on Committee.**

If this method of refresher training is abused, we will revert to compulsory in person training for all Committee Members regardless of experience.

[Get your Tickets here!](#)



Your further development opportunities will still be available to you as part of the brand new SUBU Skills Development programme - more info coming soon!

Things you need to know...

Annual Paperwork

As Committee members, you are asked to complete specific bits of annual paperwork. This is something you are required to complete. Links to the updated templates are below, they are also accessible on the Committee Zone. This paperwork will be covered in training.



1. Club Constitution

Your club governing document, including the code of conduct for Societies. Your Society will not be considered active until this has been submitted.

[CLICK ME!](#)



2. Annual Risk Assessment

This risk assessment covers your regular activity, such as weekly meet ups, lessons or hangouts. Your activity cannot resume and you will not be insured until this has been approved.

[CLICK ME!](#)



3. Guest Speaker Form

If your Society has an external individual come in to provide instruction to your Society, you may be required to complete a Guest Speaker Form or Coaches agreement. Speak to the team for support!

[CLICK ME!](#)



4. Inventory

All Clubs are required to provide us an up to date inventory for any Society owned equipment. If you don't tell us what you own, it isn't covered by our insurance. Speak to the team for support!

[CLICK ME!](#)

The deadline for all paperwork is 02/10/26

Submit it via email to suclubs@bournemouth.ac.uk

Things you need to know...

Term 1 Timeline



Committee Training: 18th September

- Please review the section of this welcome pack discussing Committee Training for the 2026/27 Academic Year
- In person training will take place on 18th September



Freshers Fair: 26th September

- Freshers Fair will take place on Saturday 26th September 2026. Sign up for a stall now!

[Sign up here!](#)



Give it a Go: 28/09-11/10/26

- The Society Give it a Go window for Freshers 2026 will run from the 28th September until the 11th October.
- Register your event for advertisement and funding support

[Register here!](#)



Awarding Committee: From 11/09

- Awarding Committee is where your Grant Funding applications are reviewed and approved. The first AC meeting is taking place on 14/09/26. Details on how to apply are covered in Training and available on the Committee Zone Finance Page.



By Election: October 2026

- Applications: 19/10/26 10am - 25/10/26 23:59
- Voting: 26/10/26 10am - 29/10/26 16:00
- Results: Published on 30/10/26
- Any vacant core role will be automatically entered.

Things you need to know...

Society Bank Balance Updates

You will receive an email to your Society email address within the first week of each month that contains an up-to-date society bank balance.

Balances are accurate as of the last day of the previous calendar month. It will not include any claims forms or POs that you have raised with us that are yet to leave your account or any additional income you have generated from your Society webpage in the current month.

The first update will land in your account during the first week of August. This will reflect all income and expenses that have processed until 31st July 2026.

If you receive an update from us, and the amount is different to what you are expecting, please email us at suclubs@bournemouth.ac.uk



Society Email Addresses

Every society has a BU email address assigned to it and it is the only address you can use for the society. If you don't know your society address/password or are having problems accessing the email inbox, please email suclubs@bournemouth.ac.uk, or you will miss essential info!

Star Grading and 5 Star Societies

Star status means a club have gone above and beyond to create an accessible, collaborative and engaging community for their members. Members joining a 3/4/5* club or society can expect a high level of service with regular activities, giving them real experiences and opportunities to aid their personal and professional development.

There are some exciting changes happening to the Star Grading system in terms of goals, branches, deadlines, and even the rewards and perks that you can get for your club... so keep your eye out for these very soon!

Plus rememeber, the club/society with the most points at end of year gets awarded 5 Star Club of the year at SUBU Awards!

Society Storage Container

We have allocated space for society equipment in the Student Village Car park (directly opposite Student Hall). To access it, you will need to come to the SUBU Reception (First Floor of the Student Centre) and request to borrow the key. Please bring your Student ID. If it is your first time accessing the container, notify Reception and a member of the Student Opportunities Team will take you over.

Things you need to know...

On Site Room Bookings

SUBU Clubs and Societies are able to book spaces in the University for their regular activity across both the Lansdowne and Talbot campuses. You can book room for one-off events, as well as a repetitive space for your regular Society activity on a termly basis, i.e. September to December.

You will need to re-request a space each term. There is no guarantee you will be allocated the same space each term and due to limited availability it will be allocated on a first come, first served basis. There is a "3-Strike Rule" in place on Club use of University spaces. If your club or society;

- No shows to a booking made on behalf of your club without informing the SUBU Team (see below)
- Leave the room in a state other than how you found it i.e. in disrepair, rubbish etc

On three occasions during a given term, your regular bookings for the remainder of the term will be cancelled. If you are going to be late to your booking, please contact the Poole House Reception Team and let them know when to expect you.

Please note: Rooms cannot be booked for your society until an annual risk assessment has been completed for the 26/27 academic year.

If at any point, you need to cancel a room booking, please email suclubs@bournemouth.ac.uk by 4pm on the day of your booking

[Room Booking Form](#)

Society social media accounts

Please be advised that all social media accounts are managed by the Society Committee and the Student Opportunities team does not have access to log in details including passwords. We recommend contacting the previous Committee to ask for the details, or attempting to reset the password by using the recovery email that should be linked to the Society email address.

New website!

The new SUBU website is coming!

SUBU is getting a BRAND NEW website designed, which will be launching in time for Freshers!

This does mean you should have a think about what you'd like your page to look like and include! You will have admin permissions to edit your page as committee, and are welcome to start making edits now - but remember if you choose to edit it before the new site launches, you may have to re-do those edits on the new site. So feel free to wait until then, or save a document with your webpage copy and images to make any changes on the new site nice and easy.

We will let you know the exact launch date soon, so keep your eyes peeled!

Editing your club webpage

We realise many of you may not have edited a website before, so we have provided a few simple 'how-to' guides on our Guidance and Policy page of the Committee Zone.

These go through things such as how to edit the page, add events, check memberships, send all members emails, and add tickets to events.

If you have any issues editing your webpage, please contact us at suclubs@bournemouth.ac.uk

[Guidance Page](#)





Useful Links...

Committee Zone

Your one stop shop for all Committee Resources, Templates and Guidance

Book a Meeting

With a member of our team - we're here to help! Available in Lansdowne and Talbot

Email us

Email us with any questions or concerns you have!

