



COMMITTEE MANUAL

Everything you need to know to run
a successful Club or Society!

MEET YOUR ACTIVITIES TEAM

We are here to support students with anything relating to Clubs, Societies, Networks and RAG (Raising and Giving). Come up and see us!



LEA EDIALE
Vice President Activities

✉ suvpactivities@bournemouth.ac.uk

📞 01202 965118

The Activities team can be found on the Second floor of the Student Centre. The Vice President Activities can be found on the First floor of the Student Centre.



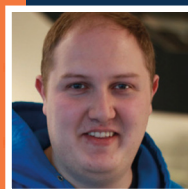
EMMA SMITH
Activities Development Manager

📞 01202 965744



LAUREN MILLER
Activities Coordinator

📞 01202 965802



JOSH DAVIS
Activities Administrator

📞 01202 965903

Email us:

✉ suclubs@bournemouth.ac.uk

SUBU & YOU

In Activities we are here to help students make friendships, memories and make the most out of University. We aim to offer students extra-curricular opportunities to help make you well-rounded individuals and have you leaving University with more than just a Degree!



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In this guide you will find all the helpful information you need to start your own Club, Society or Network at the Students' Union at Bournemouth University. This manual covers everything to get your club or society up and running, from the basics all the way to financial and resource management, as well as tips and helpful hints on how you can make your society the best it can be!

We have covered everything you need to know in this guide, however if you do have any additional questions or needs then please get in contact with the Activities Team or come and see us on the Second floor of the Student Centre, we are always happy to help!



"SUBU will have a positive impact on every BU student's journey"

WHAT IS A CLUB, SOCIETY OR NETWORK?

CLUBS & SOCS

A Club or Society consists of five elected committee members who are the leadership team for the society members. Funding is available from various sources. Memberships must be charged at a minimum of £1.

NETWORKS

Networks have two leaders, and are generally smaller groups who want to get together, that are either cost neutral or don't have the necessary members to have an elected committee. Funding is not available and membership cannot be charged.



YOU CAN BE A 5 STAR CLUB!

Our 5* scheme provide your club with a framework to being successful and engaging. It sees you working with the local community, your Students Union, fundraising, and more!

THE BENEFITS

- SUBU publicity!
- Free Lollipop Guest list for committee
- Recognition at SUBU Activities Awards
- Favorable treatment for SUBU Funding Applications.
- Priority on Fresher's and Refresher's Fair bookings.

AND MORE!

To be considered for the coveted Club of the Year award at our annual Activities Awards ceremony, you must be a five star club.

FOR MORE INFO VISIT WWW.SUBU.ORG.UK

COMMITTEE STRUCTURE



NETWORKS



A Network has 2 main leaders

CLUBS & SOCS



A Club & Soc has 5 committee members



When a Club or Society first starts, the committee is usually made up of a group of students who volunteer themselves into that role. Once you are up and running and membership has grown, then future committee members are democratically elected into the roles by all of the membership of the club.

THE RULES

- The committee needs to be made up of at least 60% BU students. The role of President, Treasurer and Secretary must be filled by a BU student.
- BU Staff, AUB students, BU Alumni and Partner College students are considered associate members. Associate Members must not hold a President, Treasurer or Secretary Role. Associates cannot vote in elections.
- Make sure you are a member of the Clubs and Societies Committee page on Facebook, as this is where we'll be posting anything relevant to you.

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STANDARD COMMITTEE CHECK LIST

MUST be BU students:

**PRESIDENT
SECRETARY/COMMUNICATIONS
TREASURER**

You should also have:

**EQUIPMENT/EVENTS
HEALTH & SAFETY**

If these titles don't reflect your needs, come talk to us!

BASIC RUNNING OF A SOCIETY

YOU SHOULD HAVE:

Email

You will have a society email address. Make sure you check this regularly, as this is our first point of contact with you.

This will be given to your President and Secretary and they can decide who has access to this.

Bank Account

Your Treasurer can access your account by asking any member of the Activities Team. To withdraw funds, you need to complete a Payment Requisition form, pick one up from the 2nd floor of the Student Centre. Two committee signatories are needed to submit this form, one of which must be your Treasurer unless they are the one receiving the money.

SUBU Website

Where you promote yourself along with the other Clubs and Societies and where your members MUST sign up and pay.

Society Logo

If you don't already have a logo for your society, let us know and we can get one designed for you!



TOP TIPS FROM A SUCCESSFUL SUBU CLUB

VICTOR LEACH

President BU Cycling Club 2017 - 2018



SUBU staff always support your ideas, events and activities and will help you make them happen. Make the most of the extensive support, funding and promotion they offer.

Be an active committee and run regular events for your members to keep them engaged. Also organise non-club related social events so that everyone can get to know each other more and become closer friends.



SOCIAL MEDIA

YOU SHOULD:

Be Engaging!

Make sure your Social Media posts are interesting and engaging for all students including those who may not be social media savvy!

Get Tagging!

Make sure you tag SUBU to get your content shared by us!



@subuclubsandsocs



@subuclubs
@SUBUBournemouth.

If you're a 5* Club, your content can be shared on our SUBU Facebook page.

Social Media is a great place to share your events and achievements.

We will always point students towards your dedicated SUBU website page first. All Clubs and Societies committee have access to their SUBU webpage.

This is where we send students looking for information on your club first and foremost, so it's important that you keep it up to date.

TOP TIP

Bournemouth University are more likely to retweet your club's posts if you tag them @bournemouthuniversity and if you include #BUProud and #BelongatBU

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THINGS TO REMEMBER!

Please remember you are representing Bournemouth University and SUBU when you speak on behalf of your Club, Society or Network.

Please make sure that someone is monitoring your social media and that all of your members are treated with respect.

MONEY!

You'll probably need money for all of your big ideas, and also to help you fund the running of your Club or Society. Don't worry; there are several different ways of doing this.



1 Membership Fees

These should cover the Club/Society's essential running costs.

Socials and non-essential extras should not be part of the fee and the committee must be able to justify what the membership fee covers.

Some groups may find it useful to charge a lower annual membership fee but then charge a per session fee to cover the cost of the activity.

Your membership MUST be collected on our SUBU website. Once a member is registered, they are covered by SUBU's insurance – should anything go wrong.

2 Fundraising

Fundraise for yourselves or for charity. Host an event, run a sponsored activity; there are so many options!

RAG is a great resource for all things fundraising. Reach out to them at rag@bournemouth.ac.uk



3 SUBU Funding

You can apply for funding from SUBU Activities. To do this you must complete and submit a SUBU Funding request form. These forms can be found on the SUBU Website at www.subu.org.uk

Each term there is a limited amount of money which can be applied for. Once it's gone, it's gone, so get your requests in early! Decisions are made on a case-by-case basis. Funding is usually considered for competition fees, event entries, guest speakers, equipment & facilities, and anything else benefitting the majority of your membership. However, please note we generally do not fund printing, fuel costs and accommodation. We cannot fund fundraising events, and we will not fund retrospectively (something that has already been paid for).

4 Sponsorship

You could be sponsored by a local business. Often this entails you having their logo on your t-shirts etc. or providing them some sort of advertising on equipment or at events etc. SUBU's Sales Executive Andy Elsey (aelsey@bournemouth.ac.uk; 01202 961461) is here to help you negotiate with local businesses if you're not too sure how to go about that. He also might have some ideas for you, if you're stuck.

SUBU is a fair and ethical Students Union, there is a due diligence process for each partner we associate ourselves with. This means that there are certain companies that we do/will not partner.

For a definitive list or to find out the plausibility of a particular sponsorship deal, please contact Andy Elsey.

5 University Funding

Some Clubs/Societies, Academic particularly, may be eligible for some funding support from various departments within the University.

University funding is currently suspended, however we'll update you when it is open again.

TOP TIP

Don't feel like you have to use your own personal cash. You can take your expenses from the total raised from fundraising!

6 External Funding

Some external organisations such as Sport England or the National Lottery offer funding programmes that you may be able to apply for if you meet their criteria.

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FINANCE FAQ'S



How do I find out how much money our club has?

You have to either come and see us, (second floor of Student Centre) or your Treasurer has to email us this request and we'll let you know.

How do I make payments?

Using one of our payment requisition forms. We will ALWAYS need receipts/ invoices to process a payment AND two signatures from committee on the form. You can either give us the invoice to pay a company directly or give us receipts for a payment you have already made to reimburse you.

What happens to our funds at the end of the year?

At the end of the year your funds will simply carry forward to the next academic year and to the next committee. This includes deficit if you end the year in debt!

Can I pay by credit or debit card?

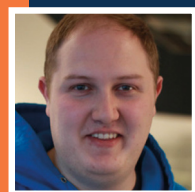
In the case that a payment needs to be made urgently (assuming you have the funds) or if a company will not provide you with an invoice, SUBU has a credit card you can use. Please come and see us if you need to use it. We will never pass you the details via email or phone, you must come and see us.



What happens if you're overdrawn?

Your account will be frozen! You will not be able to pay for anything until you have paid this debt off. This includes the hire of the minibus etc.

Got any questions? Contact Josh!



JOSH DAVIS
Activities Administrator

01202 965903



SUBU LEADERSHIP AWARD

What's it for?

The SUBU Leadership Award gives recognition and rewards you for the knowledge, skills and confidence you develop in your role (You're probably already doing most of this anyway!).

How does it work?

The award consists of 5 Levels, all having to do with your leadership role within SUBU.

The Award requires you to take part in workshops, these will give you transferrable and key employability skills not only developing you as a Leader but also enhancing your CV ensuring you stand out from the crowd when looking for a job during and after University.



TOP TIPS FROM A SUCCESSFUL SUBU CLUB

LEA EDIALE

President African Caribbean Society
2017 - 2018



Communication is key. Therefore, talk. Talk about anything and everything. Also remember, no question is too silly to ask!

Know the difference between friendships and committee responsibility - ensure that personal matters don't come between you and a friend.



YOUR RESOURCES



EQUIPMENT

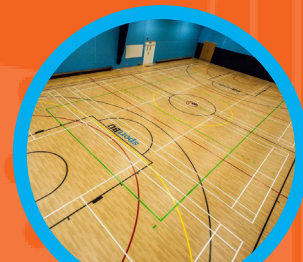


A campus storage container in the car park can be accessed during office hours from SUBU reception by signing out the key (No21). Equipment should be stored according to the nature of the item, kept tidy and maintained regularly. Equipment should be on an inventory and sent to us, updated whenever changed for Insurance purposes. (Equipment officer is responsible) Equipment belongs to SUBU, not to the students in the club. Assets not recorded are not insured by SUBU.

TRANSPORT



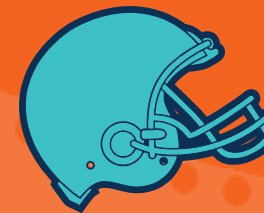
We have a 15 seat minibus and 2 cars for hire. Book the dates you need the transport in advance with SUBU reception, you only need to pay for the petrol used. (30p per mile petrol charge) Drivers must be a club member over 21, have a clean driving license and have passed a SUBU minibus test. SUBU will pay for two minibus tests per club each year. If you need more than two drivers, then the club can cover the cost of additional licenses at the reduced rate of £50 per person. We can also help with booking coaches, ask at SUBU reception.



ROOM BOOKINGS

You can book one off rooms or book a regular slot. Complete a Room Booking form online and allow a week for processing. You must use your Club email address. You can book SportBU facilities from the SportBU reception. There is a charge for using University Sports facilities which will be invoiced to your club account.

HEALTH & SAFETY



Risk Assessments

- Risk assessments need to be completed for any activity that is not covered by an existing assessment. Without one, any insurance claim is invalid.
- Risk Assessments need to be redone every year OR if something changes. If nothing has changed you can just "revise" the existing risk assessment by changing the date and adding a new signature, so make sure you keep copies of old ones.
- In some cases you will be asked for a risk assessment by our room booking form - this must be attached before the request can be processed!

First Aid

If a member holds a valid First Aid Qualification, bring us a copy so we can put it on file. We will be operating basic first aid courses throughout the year - this will be at a reduced rate and can be paid for by the individual or the committee. For clubs identified as "higher risk" Clubs or Societies, SUBU will provide a more comprehensive first aid course.

Agreements

For some clubs/societies (usually competitive sports) agreements will need to be signed by your coach - Come and see us for more information.

These agreements are designed to outline what the club/society expects from its coaches and coaches but also what those coaches can expect from you as a club!

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WHAT IF SOMEONE GETS INJURED?

On Site - Dial 222

This is the university's internal emergency line and is staffed 24 hours a day. If you are on site and there is no University phone nearby call 01202 962222.

Off Site - Dial 999

When the situation is under control we need to know about it as soon as possible! Even if it's just a quick "this happened" email/text or call.

**Contact 01202 965802 / 01202 965744
subuactivities@bournemouth.ac.uk**

**Download and complete an accident report form from the SUBU website:
www.subu.org.uk**

KEY SOCIETY DATES

FILL IN YOUR IMPORTANT CLUB & SOC DATES



IMPORTANT SUBU EVENTS

FRESHERS' FAIR 2018

SPORTS & SOCIETIES FESTIVAL

INVENTORY DAY

FIRST AID 3 HOUR COURSE

2 DAY FIRST AID COURSE

5* APPLICATION DEADLINE

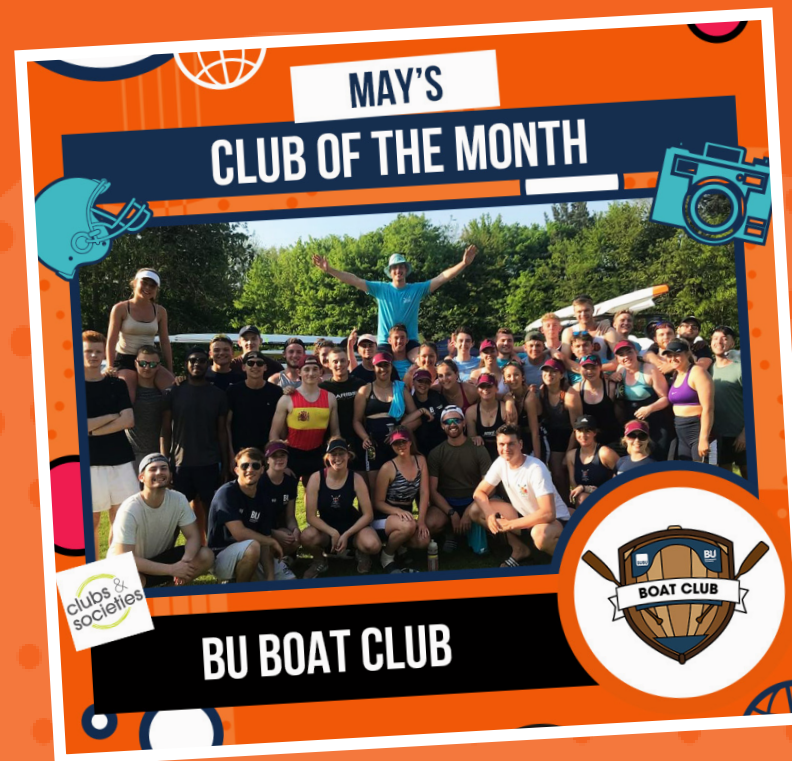
AGM TRAINING RUNS

AGM'S TAKE PLACE

5* APPLICATION DEADLINE

ACTIVITY AWARDS 2018

BIG COMMITTEE MEETING



Email us at suclubs@bournemouth.ac.uk and tell us why you think you should be club of the month. Deadline is the last Friday of every month, and the Activities Team will vote on the winners. Winning clubs will receive special online SUBU advertisement for the month and more!

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COMMITTEE MEMBER TRAINING

We try to make sure all committee members are trained at the beginning of every new academic year. There will be additional essential training for new committee members throughout the year. Check the SUBU Activities Website for dates and times, or on Facebook on the Committees page.

Each Club and Society is unique and individual, we expect you to have more specific questions for your club or society.

Please feel free to contact any of the Activities team with any further questions or queries you might have. You can ask any of us anything!

UN Sustainable Development Goals



SUBU's new Vision will be themed by the sustainable development goals set out by the United Nations in 2015. These are designed to put us on a path to a sustainable, ethical and fairer world.



/sububournemouth



@sububournemouth