

# SOCIETIES ACADEMY 2024/25





# WHO WE ARE

**Zoe Crosher**  
(she/they)  
VP Communities  
23/24



**Jordyn Austin**  
(she/her)  
Activities &  
Volunteering  
Coordinator

# HOUSEKEEPING

- Online attendees should make sure their microphone is muted unless they have been invited to speak.
- This meeting will be recorded and shared online for those who couldn't make it today
- Those online and in person should be able to see our live subtitles, but if you're online and can't, you can turn on captioning by clicking the three dots (more actions) and then turn on live captions
- Safe Space Policy: zero tolerance towards discrimination and/or harassment; be respectful; make sure everyone can have their voice heard
- Content Warning: We will be very briefly talking about GBV and sexual harassment in the context of the GBV Award, we will warn before going onto this topic
- If you need a break at any point, room **2A75** is a quiet room you can go to
- There will be a break around halfway through, with pizza!

DOWNLOAD MS  
TEAMS!



JOIN THE  
COMMITTEES CHAT!

[Click to join](#) or scan below





# CONTENTS

**Planning Ahead**

**Social Media**

**Committee**

**Accessibility & Inclusion**

**Support**

**Finances**

**Website**

**Handovers**

**Quiz**

**And more!**

# ICEBREAKER

**Tell us:**

**How do you feel about being on a society committee?**

**What are you nervous about?**

**What are you excited about?**

**TELL US HERE!**



Icebreaker - Societies Academy  
2024





# KEY CONTACTS

- **General Support**

- Your primary point of contact: [societies.union@stir.ac.uk](mailto:societies.union@stir.ac.uk)
- Vice President Communities: [communities.union@stir.ac.uk](mailto:communities.union@stir.ac.uk)
- Activities & Volunteer Co-Ordinator: [jordyn.austin@stir.ac.uk](mailto:jordyn.austin@stir.ac.uk)
- General SU Inbox: [theunion@stir.ac.uk](mailto:theunion@stir.ac.uk)

- **Social Media & Events**

- Communications & Activities Manager: [n.d.manton@stir.ac.uk](mailto:n.d.manton@stir.ac.uk)

- **Booking university-owned spaces on campus:**

- [stirlingvenues@stir.ac.uk](mailto:stirlingvenues@stir.ac.uk)
- [teg@stir.ac.uk](mailto:teg@stir.ac.uk)

- **Other Sabbatical Officers**

- Sports President: [sports.union@stir.ac.uk](mailto:sports.union@stir.ac.uk)
- Union President: [president.union@stir.ac.uk](mailto:president.union@stir.ac.uk)
- VP Education: [education.union@stir.ac.uk](mailto:education.union@stir.ac.uk)



# COMMUNITIES ZONE 24/25 OFFICERS



**JUSTINE PEDUSSEL**

**VP COMMUNITIES**



**TOBY WORDIE**

**HOUSING OFFICER**



**BEN ALKER**

**CO-CURRICULAR  
OFFICER**



**NNAMDI IGBOKWE**

**INTERNATIONAL  
OFFICER**



**JANI BELVALKAR**

**SUSTAINABILITY  
OFFICER**



**KYLE BRUCE**

**MEDIA OFFICER**



# PROJECT PLANNING

**What's one thing you want to achieve as a committee member this year?**

**TELL US HERE!**



Project Planning



# Create an outline for your project

- **What is the project?**
- **Why is it important/necessary?**
- **Who will you need support from?**
- **What is the timeline for the project?**
- **Where will your project take place?**
- **How will you take the necessary steps to ensure it is successful?**



# Consider the Impact Chain

## Inputs

The resources you put in - time, money, expertise, etc. - that help you complete your actions.

## Action

What gets done. The task or group of tasks undertaken.

## Outputs

What is generated by your actions, be that an event, social media campaign, etc. The measure of effort & engagement.

## Impacts

The measure of change, whether that be at the individual-level or the university community at large.

## Outcomes

The milestones of change resulting from your outputs, such as changing perceptions, changing university or union policy, etc.

# Consider Important Dates!

## SEPTEMBER

- Welcome Week

## OCTOBER

- Black History Month
- Reading Week

## NOVEMBER

- Movember
- Diwali
- 16 Days of Action

## DECEMBER

- Hanukkah
- Christmas
- Exams

## JANUARY

- Welcome Week
- Veganuary

## FEBRUARY

- LGBT+ History Month
- StirPride
- International Day of Culture

## MARCH

- Women's History Month
- Ramadan
- Reading Week

## APRIL

- Eid
- Easter
- Exams

This list is not exhaustive.



# Tips & Advice

- **Plan ahead as much as you can**
- **Don't be too hard on yourselves if something doesn't go to plan**
- **Use the resources available to you, approach your VP Communities if you need help organising an event or campaign!**
- **Publicise the work you're doing!**

# SOCIAL MEDIA

- **Tag us! @stir\_communities and @stirlingunion on Instagram**
- **Checklist of considerations for sharing on social media:**
  - **Accessible font and colour schemes**
  - **Image descriptions**
  - **Closed captions for videos**
  - **Using a multitude of formats (i.e. posts, videos, etc) adds to how accessible information on your event is.**

# Editing Software

- **Canva**
  - **A great site to use for making social media posts, there are a lot of templates, many of which you can use with a free account**
- **Filmora.wondershare.com**
  - **Easy to use video editing software, especially helpful for instagram reels!**
- **Happyscribe.com**
  - **Use this to subtitle any and all videos you share on your society's socials**
- **Photopea.com**
  - **A free photoshop style website to edit your photos**
- **InShot**
  - **A video editing app**



# WORKING AS A COMMITTEE

**Clarity**

**Comms**

**Co-  
ordinate**

# Committee Roles

- **President**

- Oversees society, provides strategic direction
- Chairs meetings
- Manages accessibility and inclusion within the society
- Delegates tasks to relevant committee members

- **Secretary**

- Prepares agendas and takes minutes at meetings
- Books rooms for meeting
- Manages society emails
- Assists with organising events and activities

- **Treasurer**

- Manages all financial transactions and signs off any expense claims
- Oversees the payment of society memberships
- Monitors the society's budget
- Supports on grant applications

# DEALING WITH COMPLAINTS FROM AND ISSUES WITH MEMBERS

## First:

- Have all members read pages 14 and 15 of the Committee Handbook: Where to Get Support
- Require members to participate in the university's training module
- Encourage committee to be active bystanders and respectfully intervene if a member is clearly making someone uncomfortable
- Give the member a warning that you will report to the Union if behaviour doesn't change
- Advise members to utilise the university's Student Support Services: Mental Health Student Advisers, One at a Time Therapy

## Then:

- Contact the Union about the issue and/or refer reporting student(s) to Jordyn or our advice team
- Members may submit a formal complaint to the Union/University if they have a serious accusation against another member or the society as a whole
- Refer reporting student to the Report + Support service (also offers option to report anonymously) if complaint is to do with harrassment, bullying, and/or violence



# WHERE TO GET SUPPORT

**These resources should be shared widely with all society members.**

**Links can be found in the Committee Handbook.**

- Union Advice
- Student Support Services
- Report + Support
- SVMLOs
- LGBTQ+ Student Support Contacts
- Accessibility & Inclusion Advisor
- Campus Security - Download SafeZone for immediate help!
- Spectrum.Life

# ACCESSIBILITY & INCLUSION

## Definitions

**Accessible**

**Equality**

**Content  
Warnings**

**Inclusive**

**Equity**

# Accessibility Checklist

- ✓ Clear Signage to Rooms
- ✓ Sensory Issues
- ✓ Accessibility Issues
- ✓ Seating for Lipreading
- ✓ Providing a Quiet Space



# PRINTED PUBLICITY

## Where can you put up posters?

- Printed publicity cannot be put up within the Library, next to PCs or computer work stations, on glass doors or windows, over signs or other posters. It also can't be placed on any walls in the Atrium, including the wooden panelling.
- Any publicity infringing upon this may have their materials removed. Societies are responsible for their own publicity material which must not deface the University.
- There are designated spaces for posters throughout Cottrell and Pathfoot, as well as a large felt board outside of the Green & Blue Space.

## Where can I print?

- You can print from your student account to all University printers
- If you would like the printing credit to be reimbursed from your society account, ask at the Library IT desk for a printing receipt, and then fill out an expense claim

# SV & GBV AWARD

- We have our SV (Sexual Violence) & GBV (Gender Based Violence) Awareness Award. This award was created to ensure that every society has the resources needed to look after their members.
- There are three tiers of the award, each with different eligibility requirements. The award asks committee members to complete GBV First Responder Training, and 'Don't be a Bystander' training. Every committee member that completes the training will be accredited for it, and each society shall receive a corresponding ribbon as they complete each tier of the award.
- **Bronze Award**
  - At least one committee member has undergone GBV First Responder Training.
- **Silver Award**
  - At least half the committee have attended GBV First Responder Training and Bystander Intervention Training.
- **Gold Award**
  - All committee members have attended both GBV First Responder Training and Bystander Intervention Training.

# Training Opportunities

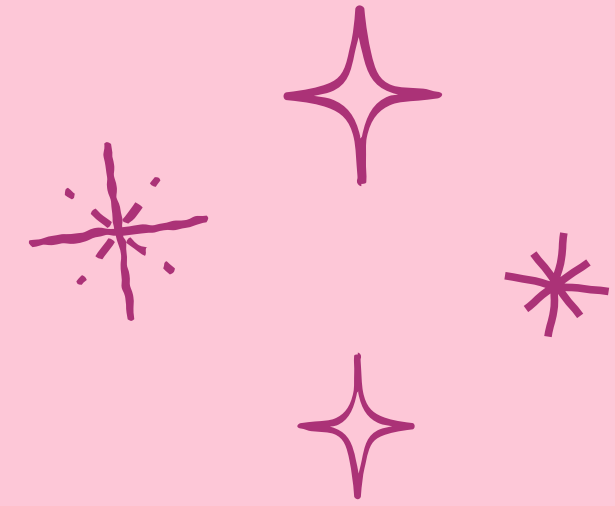
- SMHFA Training
- First Aid Training
- GBV & SV First Responder Training

Training dates will be communicated with you through MS Teams and email.

Please ensure you are regularly checking these channels to ensure you have an opportunity to sign up.

**Have an idea for training that would be useful to your committee and/or members? Get in touch with us at [societies.union@stir.ac.uk](mailto:societies.union@stir.ac.uk)**





# SOCIETY ADMIN



# Society Finances

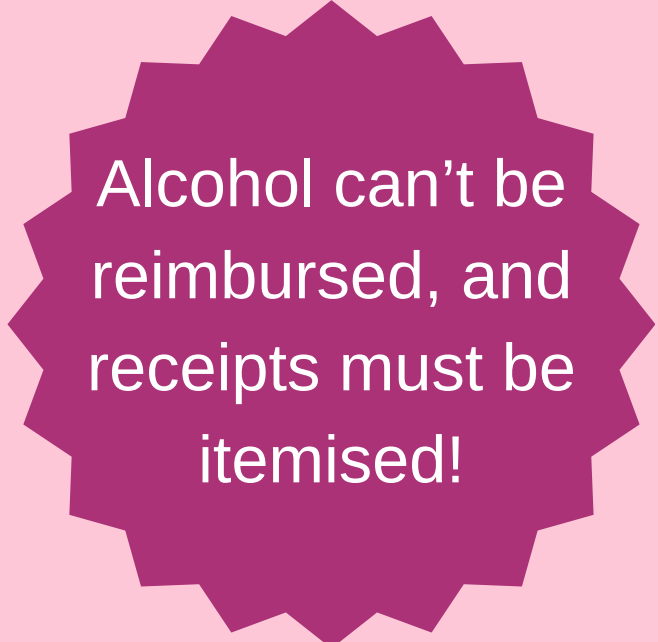
Expense claim and purchase order forms can be found on the [forms and resources page](#). **You can't access society finances until all 3 core committee members have bought memberships.**

## Expense claims (money to be reimbursed to society member)

- Typically for expenses under £50
- Provide 16-digit card no. and expiry date rather than account details
- Claimant can't be the one to sign off on the claim!
- Must have itemised receipts (alcohol cannot be reimbursed)
- Align each amount properly with the receipt - numbering the receipt file names will help with this

## Purchase orders (money comes directly out of society account)

- Typically for expenses over £50
- Orders will be delivered to the Union office for you to pick up
- Give sufficient notice (at least 10 working days before you need the order)



Alcohol can't be reimbursed, and receipts must be itemised!





# Invoices, Society Account, & Budgeting

## Invoices

- Companies, instructors, etc. can bill their invoices to your society using the Union's address
- Send the invoice to [societies.union@stir.ac.uk](mailto:societies.union@stir.ac.uk) along with a corresponding purchase order form 2 weeks before payment is due
- If you need to bill anyone for a sponsorship fee or service you provided, you may email Jordyn for a template invoice.

## Account Statements & Budget

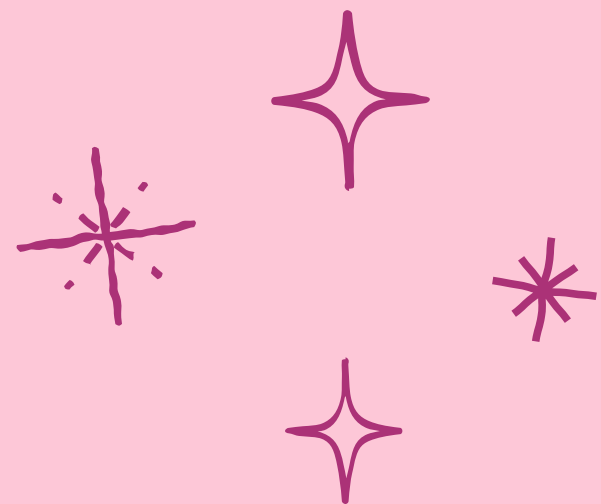
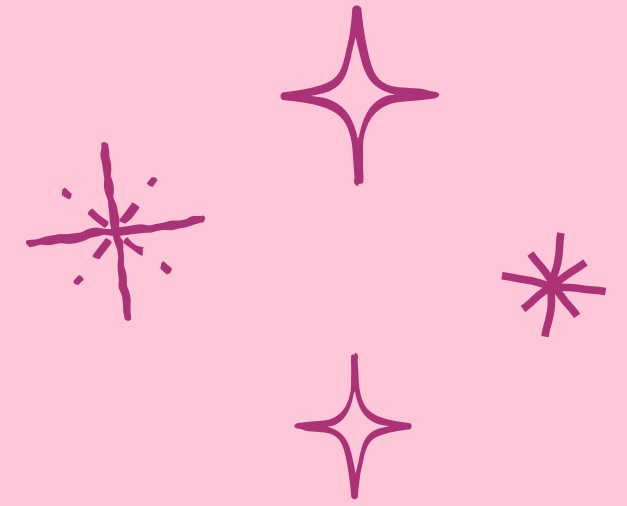
- You can request a society account statement by emailing [societies.union@stir.ac.uk](mailto:societies.union@stir.ac.uk). You should do this regularly throughout the year.
- Download the Annual Budget Template from the Forms & Resources page to plan for the year ahead. Be sure to update as you go.

## Depositing Funds Into Your Account

- Deposit any cash into the President's or Treasurer's personal bank account
- Email [societies@stir.ac.uk](mailto:societies@stir.ac.uk) to schedule a time to pay the money from your personal account into your society account



**Mid way check-in:**  
**Any questions about finances?**



# Risk Assessments

**Atrium stalls - the University approves these, so please follow the below steps to reserve one:**

- Refer to the layout plan of Campus Central to decide where to have your stall.
- Send the risk assessment form to [societies.union@stir.ac.uk](mailto:societies.union@stir.ac.uk) at least 4 days prior to proposed date.
- We will sign off on the form and send back to you.
- You will then send the form to [stirlingvenues@stir.ac.uk](mailto:stirlingvenues@stir.ac.uk) for approval.

## **Unusual events/activities/trips**

- Not to be used for regular meetings
- For events, activities, and trips that have more risk involved (such as a trip involved, an external event in the city centre, a physical activity, etc.)

# Booking University Facilities for Events

Spaces on campus must be booked in the following ways:

- Resource Booker
- Rooms not on the resource booker (e.g., Campus Central): [teg@stir.ac.uk](mailto:teg@stir.ac.uk)
- Other spaces: [stirlingvenues@stir.ac.uk](mailto:stirlingvenues@stir.ac.uk)
- Unusual spaces/outside areas: Grounds requests

Links are in the Committee Handbook!

# Room Bookings and the Resource Booker

- Use the Resource Booker (through your Canvas page) to book various rooms and spaces to accommodate your society events, activities, and meetings.
- Your President and Secretary have access to the Clubs & Societies option
- There is an option to do a recurring booking for meetings throughout the semester (these reset after first semester, so you will need to re-book your room for semester 2)
- **You must book 7 days in advance.**
- Rooms can be booked for the following times:
  - Mon, Tues, Thurs, Fri from 6pm
  - Wednesday from 1pm
  - Sat-Sun 9am - 5pm
- Resource booker will become available likely sometime in August.

*Note the university is making some changes to their timetabling and room booking procedures, so these details may change.*

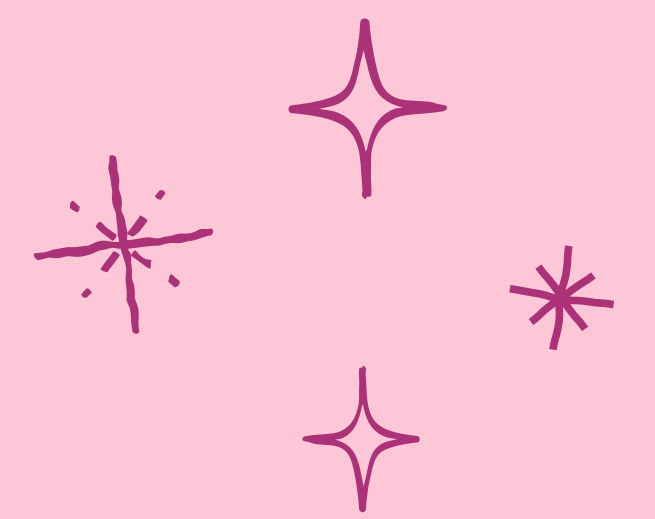


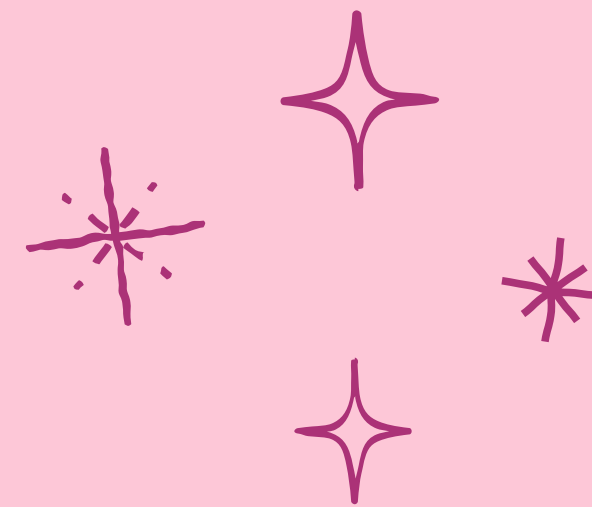
# Unusual Time Room Bookings & External Speakers

- For bookings outside the allowed times, please email [societies.union@stir.ac.uk](mailto:societies.union@stir.ac.uk) with the following details:
  - your society
  - meeting/event date
  - start & end time
  - estimated number of attendees
  - preferred room
- If you are inviting a guest speaker, they must be approved by the university:
  - Submit this request via the Resource Booker at least 21 days in advance
  - There will be an option to download the external speaker form when making the booking - please do so, fill it out, and upload to your booking request

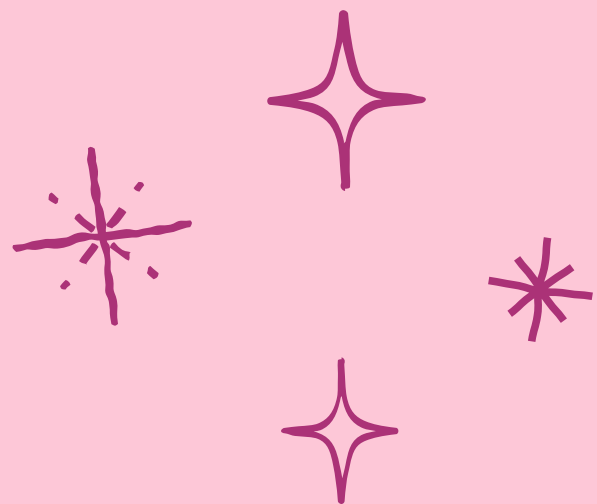


NATIVE





# BREAK



# WEBSITE

- Use the website guide (link in Committee Handbook) - this is for the old website. However, most of the details are the same or similar.
- To use our new events platform Native to, you can follow this guide:  
<https://www.loom.com/share/92f63b3e41b34db697f72ec380797ef3>
- If you have any questions about Native or navigating the Union website, email us!
- Admin tools demo



# Communities Zone Responsibilities

- At least one committee member is expected to attend our regular Communities Zone meetings (typically 2 per semester)
- It is imperative for committees to also attend the Union's General Meetings, as the motions often will have a direct impact on societies
- Join our Communities Zone Executive Committee (CZEC) to approve new societies, grant societies funding from the Societies Grant, review societies' constitution amendments, and more! (More on this later...)

## Submitting to the CZEC

- Throughout the semester, you will have several opportunities to apply for the society grant, submit new society starter packs, and propose amendments to your society constitution.
- You will submit these requests to the CZEC through the MS Form.

# Inventory & Insurance

Socs with equipment must fill out an inventory form and send to **societies.union@stir.ac.uk** by 31 May before committees change over so that everything is covered by our insurance for the upcoming year.

# Instructor Contracts

If you need to hire an instructor for your society activities, there must be a contract between them and your society/the Union. You can download a template contract from the Forms & Resources page.

If your instructor is teaching physical activity, they must provide you with a copy of their liability insurance, which you will send to **societies.union@stir.ac.uk**.

# Trips & Travel

- Complete a trip planner form and a trip risk assessment form
- If you are planning a domestic trip, these must be submitted at least 2 weeks prior to booking. International trips at least 4 weeks prior.

## Off-Campus travel with your own vehicle

- If you plan to claim back petrol money, you must follow the below steps:
  - All drivers must fill out the Driver Registration form
  - Once your trip is confirmed, submit an 'Own Vehicle Trip Declaration' form
  - Submit an expense claim form after your trip and provide the purpose of the trip, the date of the trip, and number of miles travelled.
  - You will be reimbursed £0.25 per mile.

# CONSTITUTIONS

Society constitutions shall be proposed to the Communities Zone Executive Committee (CZEC) for approval.

Constitutions can be amended after being passed at a society General Meeting with majority of votes of those present.

The amended version of the constitution must subsequently be approved by the Communities Zone Executive committee or the Sabbatical team in the event CZEC is unavailable.

**If you are only adding new committee positions to your constitution, this does not need to be approved by the CZEC.**





## Society Committee List 24/25

[Submit your society committee for the academic year of 2024/25.](#)

Once you have held your Annual General Meeting (AGM) to elect your new committee for next year, the **2023/24 President** will fill out this form with the new committee's contact details.

All society committees must be elected democratically by current members at an Annual General Meeting, or an Emergency General Meeting if a post becomes open. The President, Secretary and Treasurer are mandatory positions and will appear on the academic transcript upon graduation. All other committee roles are optional and, as of now, will not appear on academic transcripts.

You must hold a vote amongst your current membership to add additional committee roles to your constitution before anyone can be officially elected to the new roles.

Please ensure you are providing the correct contact details for your committee. Student email addresses should end in **@students.stir.ac.uk** with the exception of PhD students, which end in **@stir.ac.uk**.

**Please do not email the Activities & Volunteer Coordinator or VP Communities with your committee list.**

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

\* Required

Society Name

1. Please provide the name of your society. \*

Enter your answer

Next

# ELECTIONS



Refer to your society constitution and Societies Schedule 8 for guidance on running elections.



After your elections, you must submit a committee list form via the MS Forms link on the Forms & Resources page.

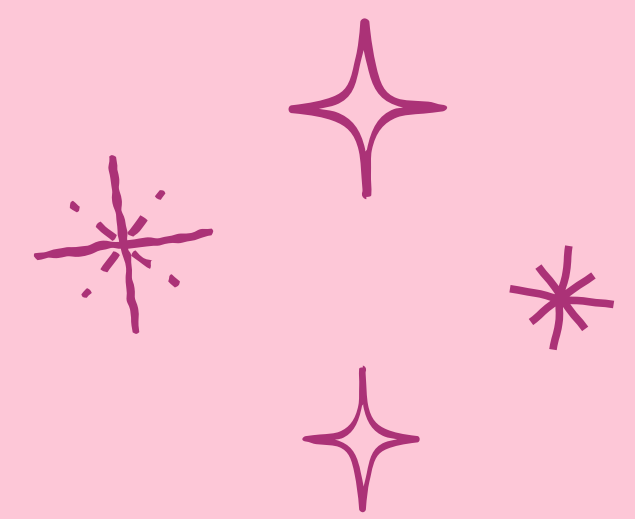
# ELECTIONS (CONT.)

## Key points for Societies:

- All elections must be made at a meeting attended by a quorum (minimum number of members attending to make the proceedings valid) of 50% +1 of the society's active membership.
- An alternative for in-person elections can be used by societies using methods which are fair, inclusive, and provide equal opportunity for all members to stand for positions and vote.
- Elections will use the Single Transferable Voting system. This can be done with paper or digital ballots. (We recommend using MS Forms, which you have access to as students. You'll need to ensure you only allow for one vote per person in the settings. You will also need to check that everyone voting is both a student and a paid member.)
- Positions that fail to be elected may remain vacant with the exception of President, Treasurer and Secretary.



# CAREERS







Be the One

who is  
career ready



# Employer and Careers Events to support students

- Student Skills and Employability



# Meet the Work Based Learning Team (behind the scenes team)

*Expertise in employer engagement for student activities including employer events and creating placement and authentic learning opportunities within the University.*



**Lynsey Joyce**  
**Head of Work Based Learning**



**Anne Cumming**  
**Employer Engagement  
Manager/Coordinator  
(Student Employability)**



**Jo Speed**  
**Employer Engagement Manager  
(Student Employability)**

Careers Team *(Support & advice to plan your career, develop your employability or think about further study)*



**Megan Davies**  
**Head of Careers**  
(On Maternity Leave – back in July)



**Lena Bauchop, Careers Consultant**  
**Faculties:**  
Stirling Management School  
Health Sciences and Sport



**Rish Baruah, Careers Consultant**  
**Faculty:**  
Arts and Humanities



**Lauren Ferguson, Careers Consultant**  
**Faculty:**  
Natural Science



**Fiona McMillan, Careers Consultant**  
**Faculties:**  
Social Science  
Health Sciences and Sport



**Emily Sandwell, International Careers Consultant**  
**All Faculties**



**Andrew Forrest**  
**Information Manager**  
Managing student information resources  
and student communications

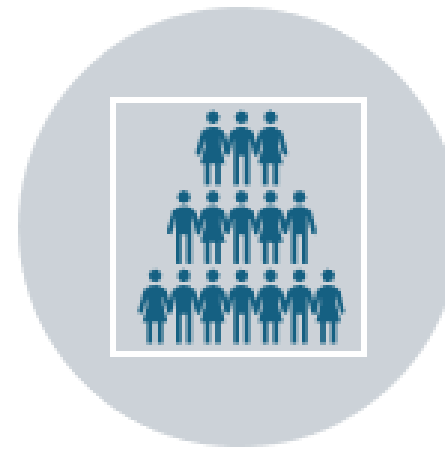


**Arian Zare**  
**Careers Coordinator**  
Supporting team administration and  
student communications

# How we can help each other



DELIVER EVENTS THAT  
STUDENTS WANT TO  
ATTEND



GET MORE STUDENTS  
TAKING PART



PROVIDE STUDENTS  
WITH THE CHANCE TO  
DEVELOP THEIR SKILLS  
FURTHER

# Employer Activities

## Employers on Campus Stands

- Volunteering
- Part-time and Seasonal Work

- Campus Central Level 2, 12-2pm
- Mondays and Tuesdays
- October and February

## Sector Events, Cottrell

- Accountancy and Finance
- Creative Industries
- Health and Social Care
- Scottish Government

- Central on-campus, early evening
- Mondays and Tuesdays
- September/October
- Mainly for Undergraduates

## 'Jobs of the Future' Event

Job roles as we move towards Net Zero

- Early February 2025
- Central on-campus, all day or evening?
- For students, staff and employers
- Re-usable podcasts vs. videos to support?



# Other offerings by Careers Service

## Careers Essentials Sessions

Topics will include:

- Teaching
- Postgraduate Study
- Insight Programmes (1<sup>st</sup> and 2<sup>nd</sup> years)
- Internship Programmes (3<sup>rd</sup>/4<sup>th</sup> years)
- Applications
- Assessment Centres
- How to find a Graduate Job
- LinkedIn and Networking

## Life Beyond Stirling Programme (for 3<sup>rd</sup>/4<sup>th</sup> years and Graduates)

Incorporates:

- Some Careers Essentials sessions
- 1 to 1 support
- LinkedIn photo shoots
- Online work experience options

## Central Programme for International Students



#BetheOne

UNIVERSITY of  
**STIRLING**



# My Stirling Award

- Confidence - Skills - Standout -

## Activities

- **Module & Programme Representative**
- **Society or Club member**
- **Part-time job**
- **Many more!**

Start Today!



“This award has helped me build on existing skills and develop new skills, as well as build my confidence.”

-Silver Awardee

# Call to Action:

Email [employers@stir.ac.uk](mailto:employers@stir.ac.uk) if you would like to :

- provide us with feedback about your thoughts on our programme
- get involved with shaping/organising some of the events
- help promote these events/incorporate them into your own club/soc's programme to encourage students to attend

We will be organising another meeting soon and will invite you along.

# VOLUNTEERING LOG

- The new Volunteering Module will go live on the website sometime before the start of next semester
- All committee members should register as a volunteer via the Union website and log their hours
- At the end of the year, you will be able to print out an achievement record
- You will be able to log **all your volunteering hours**

# FURTHER OPPORTUNITIES

## CZEC

- CZEC is the Communities Zone Executive Committee
- There are 5 voluntary positions available each year:
  - 2 society presidents
  - 3 lay (ordinary) members
- The committee also consists of the VP Communities and our 6 Communities Zone volunteer officers
- CZEC oversee all activity within the Communities Zone. This involves making decisions on issues such as constitution amendments, Society Grant applications, new societies, etc.
- They meet 5x throughout the academic year
- If you have any questions about CZEC, email VP Communities

**Register your interest here!**





# Volunteer Officer

- Volunteer Officers are elected part-time student volunteers who have specific remits and areas of work. Collectively, they sit on the Union's Executive Council alongside the Sabbatical Officers, representing and championing the rights and views of all students at the University of Stirling.
- These positions are elected in the Spring for the following academic year.
- The Communities Zone volunteer roles are:
  - Housing Officer
  - Co-Curricular Officer
  - Sustainability Officer
  - International Officer
  - Arts Officer
  - Media Officer





# Academic Reps

- Academic representatives volunteer their time to represent their classmates on a module or programme, and relay any feedback to academic staff
- You can volunteer to be an academic rep for your module or programme through the academic rep sign up form, via the academic rep tab on Canvas.

# Faculty Officers

- The role of Faculty Officer is paid, and requires 90 hours of work in a year.
- The role of a Faculty Officer exists to provide student representation at a Faculty and University level, offer strategic input within academic faculties and to the University, and to play a key co-ordinating and support role within the academic representative network.

# Steer Peer Mentoring

Steer Peer Mentoring is a programme which assigns peer mentors within the same course subject area (where possible) to students who are seeking guidance. It's an opportunity for students to meet new people, learn more about their course, and find out about the academic and social opportunities available to them.

# DORMANT SOCIETIES

- We're now launching an adopt a society scheme
- If you'd like to start up a dormant society, whether you have the three committee roles or not, you can register your interest!
- Full list of dormant socs is available on website!

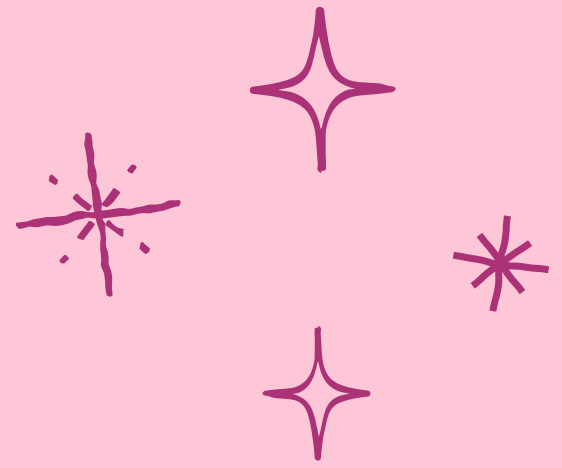
# HANDOVERS

- Really important for outgoing president to fill out our handover document-please encourage them to do so if they haven't already!
- Filling out the handover document also makes it easier to revive should the society go dormant

# HANDBOOK

- We're also launching the society committee handbook!
- This will have all the information we give you today and more, and will hopefully be able to answer any questions you may have

# QUIZ



**First place:** Hoodie voucher & £30 into society account

**Second place:** £20 voucher to G&B Space

**Third place:** £10 voucher to G&B Space



[If online, click here!](#)





QUESTIONS?

