

### **Treasurer Training**

Thursday 25 May (10:30-12:00)

Audience: *Treasurers*

This session will provide all treasurers a detailed understanding of their responsibilities and the processes involved with student group finances. This includes how the different accounts work, how you can spend money using expense claims, invoices and purchase requests, and how money can be paid into your group account. This session will also go over how you can apply for funding from the Students' Union, explain how to create a budget sheet and set your membership prices.

### **Introduction to Sport Clubs**

Thursday 25 May (13:00-14:30)

Audience: Sports Presidents, Captains

This session will introduce you to some of the more sport specific aspects of running your sports club, including facility allocation and fixtures, coaching, competitions, kit, and health & safety as well as providing an opportunity to meet both the Student Opportunities and Active Lifestyle & Sport (ALS) teams.

### **Running Your Student Group**

Thursday 25 May (15:00-16:30)

Audience: *Presidents, Secretaries*

This session will cover some essential tasks and processes to be carried out over the summer that will enable your committee to hit the ground running for the 2023/24 academic year. We will also share a timeline of the key dates over the next few months and provide an overview of Governance and Democracy, Codes of Conduct, Freshdesk, Resource Booker, Google Drive, finances and events. **Please only attend this session on Thursday or Friday.**

### **Equality, Diversity and Inclusion Training**

Friday 26 May (10:30-12:00)

Audience: *Presidents, Wellbeing Secretaries, Inclusivity Roles*

This session will cover ways that you can make your group accessible to all and how you can support and empower members from diverse backgrounds to get involved with your activities.

### **Running Your Student Group**

Friday 26 May (14:00-15:30)

Audience: *Presidents, Secretaries*

This session will cover some essential tasks and processes to be carried out over the summer that will enable your committee to hit the ground running for the 2023/24 academic year. We will also share a timeline of the key dates over the next few months and provide an overview of Governance and Democracy, Codes of Conduct, Freshdesk, Resource Booker, Google Drive, finances and events. **Please only attend this session on Thursday or Friday.**