

**New Student Group Pack**

**Group Name:** Click here to enter text.

**Author(s):** Click here to enter text.

**Submission Date:** Click here to enter text.

**Introduction**

Write here more about your group and why you want to set it up. What will it bring to the student population and how do you think it will provide great opportunities for students. This is a narrative to help us understand about more about you and the group you wish to set up.

**Group Details**

What will be the name of your group?

Click here to enter text.

What are the main aims you would use to describe what this group will do? *(Must be different from existing groups, and think about what your group wants to offer its members)*

Click here to enter text.

If you had to pick three things you would like to achieve in your first year what would they be? *(These can be events, competitions, awards or other goals that would create a great experience for your members.)*

Click here to enter text.

What memberships and prices will you offer? *(Think about the value your group is giving its members and think about what costs are actually individual’s costs to cover.)*

Click here to enter text.

The committee will need to have a President, Secretary and Treasurer at the point of ratification who will hold these roles, you can see the Job descriptions in Appendix 1.

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Email | Student Number |
| President | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Secretary | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Treasurer | Click here to enter text. | Click here to enter text. | Click here to enter text. |

You will be allowed to add roles to the committee as part of ratification, what roles would you like to have and what will their job descriptions be? *(Please make sure you think about the work you want to achieve and be realistic with the amount of time you are expecting.)*

|  |  |
| --- | --- |
| Role | Purpose |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**Group Year Plan**

*This will help you plan how your year will look, think of the key activities you can do to engage your members. Take into account your objectives and make sure you consider what else might be happening both on campus and the wider community.*

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Date | Activity or Event details | Committee Lead |
| 1 | 21/09-29/09 | Fresher’s Fair – promote the group and advertise to potential members why to join.  Need:   * Posters * Freebees * Flyers * Roller banner | President |
| Non-Term | 30/03 – 03/04 | Student Group nomination open – need to talk to current members and promote the roles available. | President |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Financial Forecast**

*This section will help you to plan out your finances, you can use the information you have planned out in the section before to look ahead at the cost you may incur from your ideas and then plan back and think about how much you will set your membership at. What you should be aiming for is providing value for money for your members, take into account what they can access and what is a cost the group can cover vs what is an individual cost the member should pay.*

**Complete the financial forecast using the excel spreadsheet template supplied.**

**Appendix 1.**

1. The President shall:
   1. Be responsible for the constitutional running of the group.
   2. Chair the AGM and any other relevant meetings.
   3. Be responsible for the administration and co-ordination of all the group activities and to ensure that the group meets all RHSU requirements.
   4. Be the point of contact between the group and Vice-President (Societies & Media).
   5. Attend committee training in person.
   6. Ensure full committee presence at committee meetings.
   7. Ensure that the group does not contravene the RHSU Constitution or any guidelines or policy of the Student Opportunities team.
   8. Be responsible for completing risk assessment forms for all the group’s activities and submitting them to the Student Opportunities team by the set date.
   9. Be responsible for the dissemination of relevant communication to all group members
   10. Be responsible for ensuring that the Society is regularly publicising its activities and achievements through the available media.
   11. Actively continue to seek to secure sponsorship for the Group.
   12. Should coordinate all bookings of Students’ Union and College Rooms for the Group.
2. The Secretary shall:
   1. Keep a full list of membership and ensure that all are full members of RHSU.
   2. Keep a record of all meetings held and minutes of these, which shall be available to all members of the group.
   3. Attend committee training in person.
   4. Keep an up-to-date inventory of equipment owned by the group.
   5. Monitor and efficiently maintain the group email account and ensure that all relevant correspondence is passed on to the committee or members.
   6. Be familiar with all Students’ Union procedures regarding administration of the group.
   7. Should be responsible for all booking Students’ Union and College Rooms for the group.
   8. Keep all social media up to date including Facebook pages, Snapchat, Twitter and Instagram.
   9. Be responsible for regularly publicising the Club’s activities and achievements through the available media outlets through photos, posters and videos.
3. The Treasurer shall:
   1. Keep a record of and oversee all financial transactions of the group.
   2. Manage the groups accounts and work with the committee to set membership prices
   3. Support the committee and look at finical forecasting to help the group plan for the year.
   4. Oversee the group’s submission for group funding and/or development fund annually.
   5. Present a report on the group’s finances to the AGM.
   6. Ensure that all members have purchased membership.
   7. Be responsible for submitting all claims made by group members.
   8. Actively continue to seek to secure sponsorship for the group.
   9. Attend committee training in person.