

STUDENT GROUP TRAINING

Running Your Student Group

Housekeeping

- Questions
- Feedback form
- Attendance registration

Got a question? Head to [Slido.com](https://www.slido.com) and enter the code #3031195

Objectives of the session

- To understand what processes are in place to be able to run your group
- To feel prepared for term one
- To understand how you can communicate with the Student Opportunities team and with your members
- Knowing key dates and things to be aware of over the next few months
- To set you up with the information that you need for a successful year!

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MEET THE TEAM



Julia Saunders
Student
Opportunities
Manager



Josh Miskin
Societies Coordinator



Will Harrington
Sports Club
Coordinator



Student
Opportunities
Assistants

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MEET THE TEAM



Hannah Hockin
VP Societies & Sport



Alastair Copland
Incoming VP
Societies & Sport



Rory Ford
Helpdesk
Coordinator



TBC
Membership Events
Coordinator

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Summer 2023: What to expect?

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Key Dates for the Summer

By 30 June

Google passwords
shared with new
committee

4 July

2nd big comms: Opps
Newsletter, Key dates
and processes

1 August

3rd big comms:
Opps newsletter,
upcoming in term
one info

1 September
Memberships
live

16 June

1st big comms:
Induction to
Committee E-mail
updating on
Summer Admin
tasks

By 30 June

Governance
documents shared on
Google Drive

10 July

Deadline for
submitting
2022-23 expense
claims and
invoices

13 August

Deadline for
completing
governance
documents

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Governance & Democracy

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Governance & Democracy

Constitutions

- Very important
- Sets out a lot of rules
- President and committees responsibility
- How to change your constitution

By-elections & Co-options

- Co-Options
- By-Elections
- AGMs/GMs

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Code of Conduct

- Available on your google drive
- To be signed by your committee over the summer
- To be shared with your members

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Your first committee meeting

- Risk Assessments
- Constitutional Changes
- Code of Conduct
- Budget Forms
- Co-Options
- Plan for the upcoming year

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Admin

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How we'll contact you

Emails

Newsletter

Teams
Channels

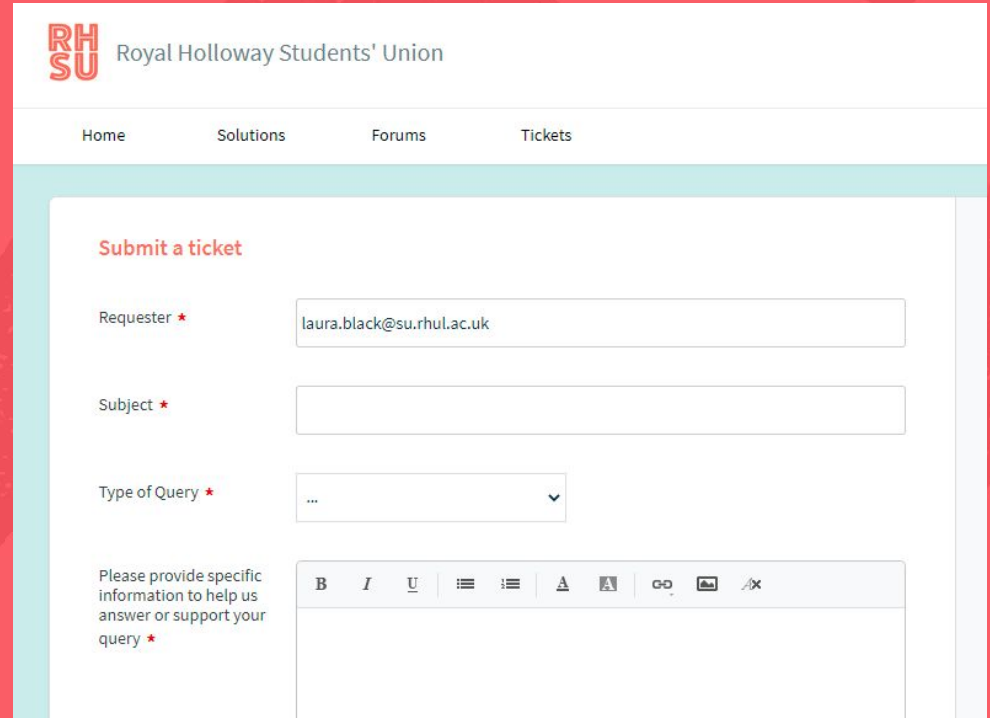
VPSocSport
Social Media

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Contacting us

Freshdesk

Student
Opportunities



The screenshot shows the 'Submit a ticket' form on the Royal Holloway Students' Union website. The form includes fields for 'Requester' (with the email 'laura.black@su.rhul.ac.uk'), 'Subject', and 'Type of Query' (a dropdown menu). Below these fields is a text area for the query, preceded by the instruction 'Please provide specific information to help us answer or support your query'. A rich text editor toolbar is visible above the text area, containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and image insertion.

RH SU Royal Holloway Students' Union

Home Solutions Forums Tickets

Submit a ticket

Requester *

Subject *

Type of Query *

Please provide specific information to help us answer or support your query *

B *I* U

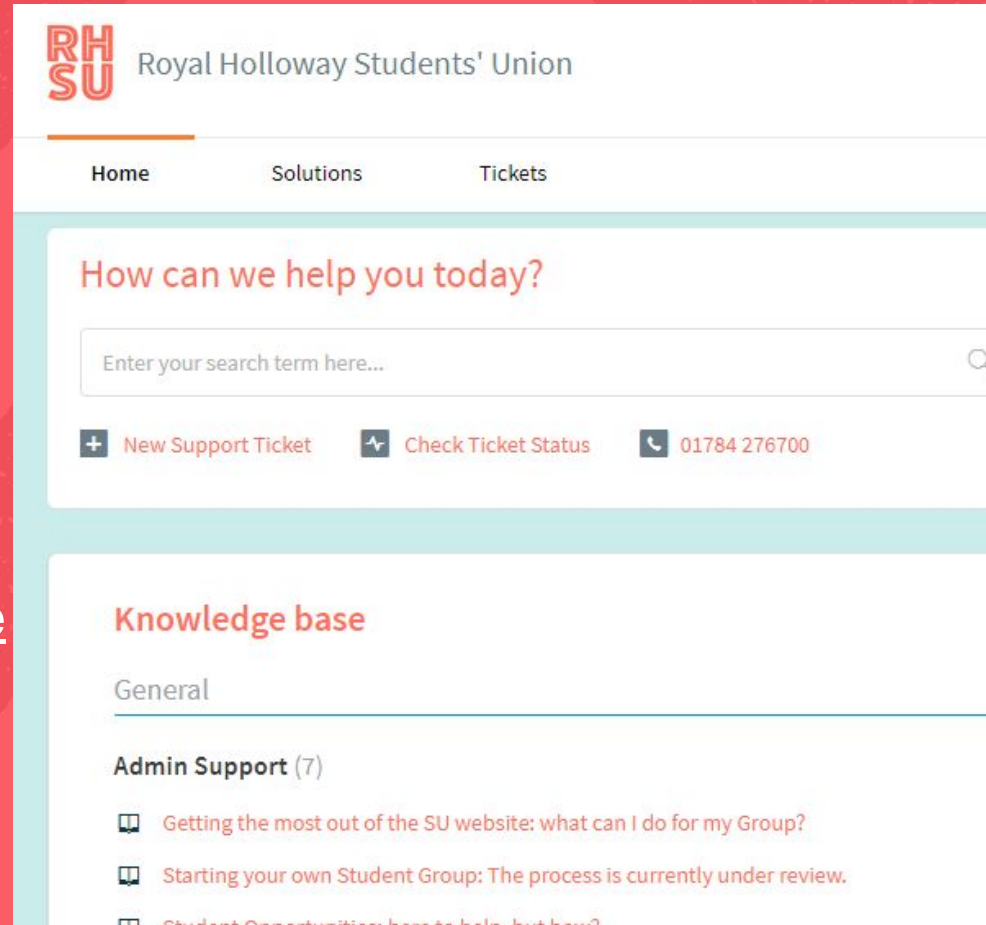
-

-

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Freshdesk

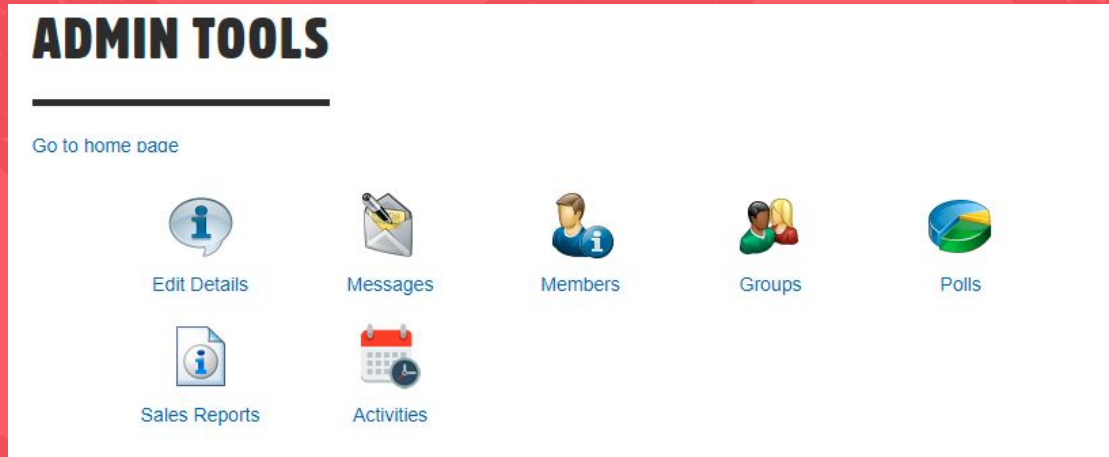
- Check out the solution articles
- Freshdesk Forums
- rhsu.freshdesk.com/support/home



Got a question? Head to Slido.com and enter the code #3031195

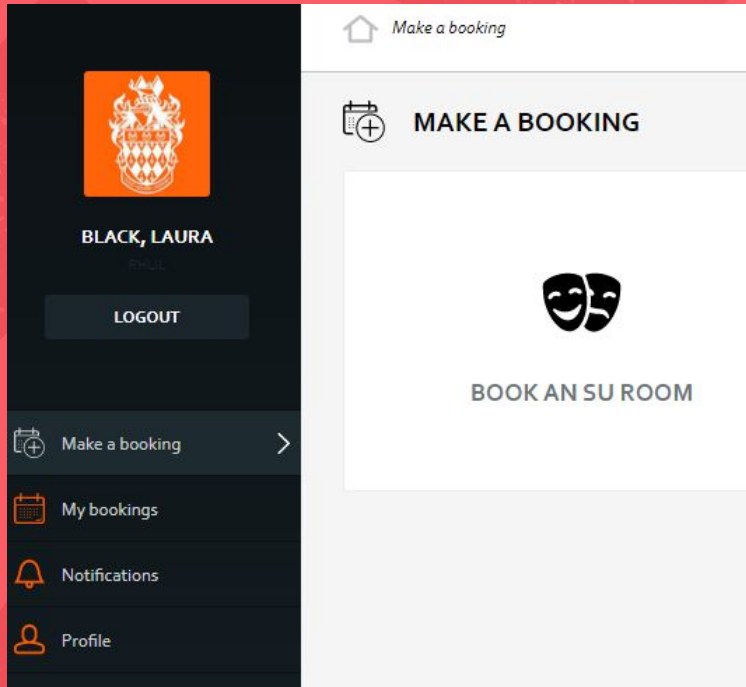
Website

- Your committee will be listed on the website
- You will have admin access to your page
- Edit your webpages
- Check out your membership lists



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Room Bookings



- Weekday evenings 6pm-10pm
- Easy to use
- Subject to change

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Emails and the Google Drive

- `groupname@royalholloway.su`
- GOOGLE DRIVE!



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Social Media

- Uses
- Social Media Policy
- Tools to use
- Tag Sabbatical Officers, RHUL Sport and other RHUL departments or student groups in your posts

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Finances

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Treasurer Training

- Treasurer responsibilities
- Spending money
- Making money
- Student Group Funding
- Setting membership prices

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Understanding your finances

Google Accounts on your google drive

- Account Summary: Group Name 2023-24
- Income & Expenditure Detail
- Different accounts

Restricted

Membership money
Relates to your core
purpose/activity

Social

Any social activity

Transport/Other

Funds for a specific event or
subsection of your society
Clubs use it for transport to
fixtures

Grant

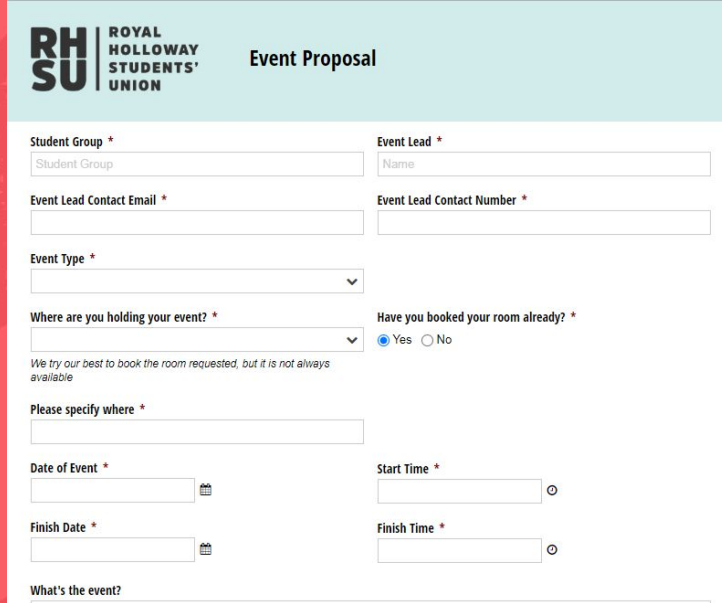
Money from Student
Group Funding

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Events

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Event Proposals



The screenshot shows the 'Event Proposal' form for the Royal Holloway Students' Union. The form is divided into two main columns. The left column contains fields for 'Student Group *', 'Event Lead Contact Email *', 'Event Type *' (a dropdown menu), 'Where are you holding your event? *' (a dropdown menu with a note below it: 'We try our best to book the room requested, but it is not always available'), 'Please specify where *', 'Date of Event *' (with a calendar icon), 'Finish Date *' (with a calendar icon), and a text area for 'What's the event?'. The right column contains fields for 'Event Lead *' (Name), 'Event Lead Contact Number *', 'Have you booked your room already? *' (with radio buttons for 'Yes' and 'No'), 'Start Time *' (with a clock icon), and 'Finish Time *' (with a clock icon).

- Submit Event Proposal & Risk Assessment
- Core recurring events covered by General Risk Assessment
- Student Group Admin form
- When, Where, How many, Food
- 2 weeks notice minimum
- Recurring events in 1 proposal
- Must be approved

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Event Processes & Policies

- Guest Speakers - 4 weeks notice
- Fundraisers - Charity Law - only donate profit
- Trips - Tour proposal form
- Productions & Events in SU Venues
- Film Screenings
- Natasha's Law

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Space

- Academic rooms
- SU Venues
- External Venues
- Outdoors
- Library



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Risk Assessments

- Must submit one
- And adhere to it
- Ensures events are safe
- On Freshdesk
- Student Group Admin Form
- H&S law requirement

RH SU ROYAL HOLLOWAY STUDENTS' UNION

Examples:

| Name of Hazard | Who's at Risk? | Current Risk Matrix Level | Control measures | New Risk Matrix Level | Who's responsible? | When does it need to be done by? |
|---------------------------------------|--------------------------|---------------------------|---|-----------------------|------------------------------------|----------------------------------|
| Waterlogged fields | Students | Moderate | Training will not take place on waterlogged fields. | Low | Ben Gizzard (Captain) | N/A |
| Large amounts of electrical equipment | Students | Moderate | Any students using equipment will have been briefed on appropriate usage. | Low | Gillian Billiards (Tech Officer) | Start of event |
| Hygiene of baked goods stall | Students | Low | People serving homemade baked goods will wear gloves. | Low | Benetta Jones (Events Sec) | Start of event |
| Handling Money | Students | Moderate | All money collected will be placed in a secure container and taken to the helpdesk at the next available time to deposit. | Low | Jack Howing (Treasurer) | ASAP after event |
| Transport | Students/ Driver/ Public | Moderate | The driver has passed the SU test to drive a minibus. Ensure all seatbelts worn. | Low | Benetta Jones (Events Sec)/ Driver | Start of event |
| Intoxication | Students | Moderate | Ensure responsible drinking. Be aware of the | Low | Benetta Jones (Events Sec) | Start of event |

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Risk Assessments

- Fire safety
- Slips, trips and falls
- Food allergens
- Food hygiene
- Intoxication
- Sensitive topics
- Event specific
- Guidance on Freshdesk



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What is a general risk assessment?

- Covers your regular activity
- Weekly meetings, rehearsals, training sessions
- Unless additional element to event
- Template on Google Drive
- Let us know associated rooms booked
- Update by 13 August
- Needs to be completed to hold activity in Term 1

The background of the slide features a repeating pattern of thick, red, wavy lines that resemble stylized waves or a marbled texture, set against a white background.

What's next?

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Top Tips

- Curse of knowledge
- Accessibility
- Social media scheduling
- Canva
- GIAG taster sessions
- Freshers' Fair
- Access Fund
- A Level results day



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What's next for you?

- ❑ Sign up for a meeting with us
- ❑ Check your constitutions
- ❑ Sign your code of conduct
- ❑ Update your website content
- ❑ Update your general risk assessment
- ❑ Fill out the budget form and set your membership price

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Student Opportunities Team

- Freshdesk
 - <https://rhsu.freshdesk.com/support/home>
 - Submit a ticket on Freshdesk
- Drop-Ins at the SU
 - Monday 3-4.30pm
 - Thursday 11-12.30

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Drop Ins

Mondays - 3-4:30pm
Thursdays 11-12:30pm



Feedback Form



Questions

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