

New Committee Handover Email

Hi all | Shwmae pawb,

We hope you are well and enjoying your summer break!

From 1st August you will officially be your societies committee (how exciting!). During your time as a committee member, you will receive the occasional email from us, like this one. We appreciate our emails might be quite long sometimes but please do make sure you read them, these emails have lots of valuable information in them and will save you the need to email us with lots of questions throughout the year!

This email includes all the final details for your society handovers as well as a few other bits and bobs we want you to start thinking about. Firstly, please see below the email all incoming and outgoing committee members received on Friday 27th May as a reminder:

Email sent on Friday 27th May

Handovers

Most of you have now elected your 22/23 committees so should be well underway with your handovers.

In addition to your society-specific handovers, you need to send the following **updated** documents to the Societies team in order to complete your handovers (send to: societies@cardiff.ac.uk). You should have copies of these documents saved already; **you just need to update them:**

By 1st August:

Constitution – This should be updated by your 21/22 committee and approved by your members at your 21/22 AGM.

By 1st September:

Development Plan – Both the outgoing and incoming committee members should work together to produce this.

Inventory – This needs to include all resources and equipment belonging to your society, how much it costs and where it is stored. If you have nothing at all, please still fill out the inventory stating that your society does not own anything.

Risk Assessment – This should be a general risk assessment which covers your society's regular activities. It needs to be as detailed as possible. If this is not completed to a satisfactory level, you will be asked to redo your risk assessment.

We have attached templates of these documents in case you do not have them.

Send all handover documents to societies@cardiff.ac.uk by 1st September and subject the email 'Your Society Name Handover'.

FREQUENTLY ASKED QUESTIONS BELOW:

Once I have sent in the handover documents, what else do I need to do?

- From the 1st August you can buy your memberships for 22/23 - **your current memberships will expire on 1st August**. This includes Guild of Societies fee (£6) and your societies membership fee. You will lose your committee privileges if you do not purchase these memberships.
- **Complete the online Committee Training – you will receive an email about this soon.**
- Make sure your admin page is up to date and ready for Freshers – these pages get a lot of traffic over the summer.
- Start thinking about your plans for the year ahead e.g. activities, trips, give it a go's, shows, competitions, fundraisers...
- Book in a Development Meeting with your coordinator. You will have a development meeting with your coordinator each semester. Make sure you bring your Development Plan as we will chat through it together. We can't wait to meet you! Click this link to book >

<https://outlook.office365.com/owa/calendar/Societies1@cf.onmicrosoft.com/bookings/>

Who's my coordinator?

- Performance & Activity – Ellen
- Activity & Appreciation – Ellen
- Discussion, Campaign, & Awareness – Hannah
- Political & Ideological – Hannah
- Heath Based – Biba
- Cultural & International and Course Based groups – *We are currently recruiting your new coordinator! Just book a meeting and we will be in touch to confirm.*

- **RELAX!** Use your summer break to rest and recuperate. Please don't worry too much about society business, if we have the 3 handover documents, the rest can wait till later. We will be in touch over the summer via email so please do give these a read if you can, just so you don't miss any deadlines!

When will the next committee training sessions be?

Online committee training will be available soon on the student portal and we will be running the in-person Committee Conference training sessions again in September. We will be in touch soon with confirmed dates, times, and locations.

How do I contact my societies Coordinator?

Email societies@cardiff.ac.uk and include what society you are from in the **subject**, the relevant coordinator will pick your email up.

We don't have a full core committee, what do we do?

Don't panic! If you have only managed to elect 1 or 2 members of your core committee, we won't disaffiliate you. You can host elections to complete your core committee over the summer on in September.

How do I book a stall at Freshers Fair?

We will be in touch about Freshers soon!

How do I request a regular room booking for Semester 1?

We will be in touch about regular room bookings soon!

2 more things and then we're done...

1. **Give it a Go** - All groups need to plan their Freshers Give it a Go session(s). Give it a Go allows students to try your society out before joining. So, these sessions need to be open to all and give a good taster of your activity.
2. **Societies Exec** - If you are super passionate about all thing's societies, we want you! Our Societies Exec team will play a huge role in the direction of Societies throughout the year. They will work with our VP Societies & Volunteering to represent and champion the student voice and to make the Guild of Societies the best it can be. From Winter Showcase and Go Global, to the Tier System and the Societies & Volunteering Awards, you'll be involved in it all! Applications will be out soon!

WELCOME & FRESHER'S INFO!

Welcome to your new roles, we are so pleased that lots of you are excited to get planning the year ahead and we can't wait to start working with you. There is lot's of important information below...

PLEASE READ!

"I don't know anything!!!" Is this you?

Don't panic! We know you have lots of questions, lucky for you there are a LOT of places that have the answer and a LOT of resources for you to use as committee members! You should be able to find the answers to your questions in the following places:

1. Refer to any notes you took at the in-person training which took place in May or ask the member of your committee who attended.
2. Familiarise yourself with the committee resources page on our website here > <https://www.cardiffstudents.com/activities/resources/>
3. Read the (slightly out of date but still relevant) committee handbook. You can find this under committee resources or here > <https://www.cardiffstudents.com/pageassets/activities/resources/Handbook-Final.pdf>
4. Read the previous emails we have sent you, they have the most up to date information and the most relevant information you need. Our emails will always come from societies@cardiff.ac.uk so search your inbox and junk incase you missed any!
5. Ask your predecessors or refer to the handovers they gave you.
6. Soon, you will have access to online training on the student portal and soon we will be announcing the next dates for in-person training... so keep an eye on your inbox!

We have answered some of the most frequently asked questions below:

When will I get admin access?

We are working on this as we speak and will email you when it is done.

How do I access admin tools?

Once you have your admin access (You will know when your name and picture appear in the committee section of your society page) make sure that you are logged in and look at the top right corner of the webpage where you should see a black and white person icon with a cog on it. Click on that, then click on '[your society name] admin tools'. That's how you get to your admin pages!

When do I get access to my society email address?

We are working on this as we speak – we will email you when it is done.

How do I access my society email address?

Once you have access to your society email address the easiest way to get to the inbox is to go to your outlook emails on your personal inbox through the Cardiff student intranet, then click on your profile icon in the top left corner, then 'open another mailbox'. A text box will pop up and you type the email address of your society in and click open, and ta-da there is your society inbox!

How do I access the room booking system?

Once you have access to your society @cardiff.ac.uk email address, use this as your user to log in to the room booking system. You can access the system via the student portal. We do not know the passwords for these log-ins, so please ask your previous committees or refer to the handover they gave you. Email societies@cardiff.ac.uk if you have any trouble logging in (**please only do this once you have email access**).

When is Fresher's Fayre?...FRESHERS INFO BELOW!

Freshers 2022 – Fair Dates and Stalls

Date/Location:

Tuesday 27th & Wednesday 28th September, SU Cathays Campus – Sports Fair

Thursday 29th & Friday 30th September, SU Cathays Campus – Societies and Volunteering Fair

Date to be confirmed – Heath Park Campus, Heath Park Freshers' Fair

Time: To be confirmed, but plan for this to be an all-day event (8am-5pm).

How to book a stall: We will be sending out an email with a request form SOON!

Regular Room Booking Requests

The deadline to get your regular room booking requests in has now passed. We will be in touch with allocations soon.

The Societies team are receiving a high volume of emails at the moment meaning there will be a delay in our usual 3-5 working day response time. Please make sure you are following the above instructions as your query can probably be answered somewhere else.

13th September

Society Update Email 1 – Freshers Fair Stalls, Admin Access & Committee Training, and MORE!

Hello committees! We are so excited to welcome you back to Cardiff and back to society life soon! Here is all the information you need to get ready to hit the ground running. We have included a 'to do list' at the bottom of this email to help you out so we strongly recommend saving this email somewhere you can refer to it easily.

Freshers Fair

Freshers Fair Day 2 – Heath Park Fair @ Heath Park Campus, Wednesday 28th September.

Freshers Fair Day 3 – Societies and Volunteering @ The Great Hall, Thursday 29th September.

Freshers Fair Day 4 – Societies and Volunteering @ The Great Hall, Friday 30th September.

All societies have been allocated a stall at one of the Cathays Societies & Volunteering Fairs.

Heath Park groups have been allocated a stall at the Heath Park Fair, and a stall at the Friday Cathays Fair.

Societies and Volunteering Award winners and Gold/Platinum societies have been awarded with a stall on both Cathays days.

Please see the attached document for all Freshers Stall allocations. Any cancellations, requests to change days, or requests for an additional stall at Cathays or Heath Park can be made through [this form, and this form only](#), by **9am Monday 26th September**. Please do not email to request a stall change because we may not see it in time.

We will send you a follow up email to confirm arrival times and final details e.g. wristband collection. Other things to note:

Only 2 members of your committee will be allowed at the stall at any one time. You will need a wristband for entry.

In line with GDPR, you must not collect any personal information from students at your stall. You can signpost them to your social media or your webpage to sign up as a member, we suggest you create a QR code for this. Once they are a member, you will have access to their email addresses.

You must have your stall manned all day where possible. Please arrange cover to take breaks and lunch etc. We would suggest all committee members take it in turn to man the stall throughout the day.

You must ensure you clean up around your stall throughout and at the end of the day.

Make your stall as engaging as possible, decorate your stall, chat to perspective members, be friendly, and be helpful! If you aren't sure about a question, come and find a member of staff or signpost them to the Activities stall. You are welcome to bring wrapped sweets to give out, but you cannot bring any hot food or drink. If you would like to bring in cold food to give out, please complete and send back the hygiene form attached.

You will not have power/plugs at your stall.

Admin Access/Finance Portal Update

We are aware that some of you do not have admin access or access to the finance portal. This is a problem with our website provider and our web team are in the process of fixing this. **You should have access by the end of the day on Thursday 15th.** We know this is an inconvenience for all of you and appreciate your patience while it gets fixed. Hopefully some members of your committee have access but if not, you can email societies@cardiff.ac.uk and we will be able to access your pages on your behalf.

New Member of the Activities Team!

As you might know, we have been a coordinator short since May(!) We are super pleased to let you all know that we have recruited a brand-new member of the team who will be joining us today!

Soph is joining us having previously worked in customer services at the student's union and having been a student at Cardiff herself. During her time as a student Soph was part of welcome team, a venues team leader, a lead volunteer for Bare Necessities, and part of Volunteering Exec! Soph will join the team as our 'Activities Intern' working across the entire activities department. Soph knows lots about societies already and will be taking on our Course Based societies and some of our Cultural and International societies, in addition to a few of the volunteering projects and some other exciting projects within the Students' Union.

Development Meetings / Meet Your Coordinator!

We require a meeting at least once per semester with all societies. These meetings allow us to get to know you and discuss your aims and objectives for the year. In these meetings we can answer all your specific society questions and help you plan for the semester ahead. Please make sure your core committee are available to attend your meeting. The whole committee don't need to be present, but it would be good to meet as many of you as we can!

Please make sure you have completed a development plan and email it to societies@cardiff.ac.uk before you come to your meeting. Find out who your coordinator is and how to book below:

Performance & Activity groups – Ellen
Activity & Appreciation groups – Ellen
Discussion, Campaign, & Awareness groups – Hannah
Political & Ideological groups – Hannah
Heath Based groups – Biba
Cultural & International groups – Soph, Hannah, or Ellen (we will contact you separately to tell you which coordinator you have)
Course Based groups - Soph

To book a meeting please click [here](#).

Please make sure you book with the correct coordinator. If you can no longer attend your meeting, please cancel it or let us know.

Committee Training

In-person Committee Training

There will be two opportunities to attend in-person training in September. **See the attached timetable** for the dates/times/locations of the in-person training. If you attended a session in May, you do not need to attend the same session again.

We would like at least one member of your committee present at all training sessions.

Your VP Societies & Volunteering, Shreshth, will also be hosting a networking/social/meet and greet session as part of the committee training on **Monday 26th September at 2:30pm in The Lounge**.

Online Committee Training

We require all committee members to complete the online committee training module by **Monday 3rd October**. To access the online training, you need to log into the student portal [here](#), click the menu in the top right corner of the page, click training, and find the 22/23 Committee Training Module. Please note, you will only be able to do this once you have admin access.

Give it a Go Update

All groups will be responsible for adding their own Give it a Go session to the SU website. There is a video at the bottom of [this page](#) that shows you how to do this.

Please use your regular room bookings to host your give it a go session(s). If you do not have a regular room booking within the SU, you can request a SU room on the system [here](#). If you do not know the password for your room booking system account please ask your old committee, refer to the handover they gave you, or email us. If you do not have a room bookings system user, you can book a room by emailing societies@cardiff.ac.uk.

Presidents and Secretaries can request a **university** room [here](#). If you don't have access just yet, you will soon, we are just waiting on the university to grant you with access!

Instructions for making a room booking request can be found in the online training module and under 'committee resources' [here](#).

Society Storage

If you have a storage cage, please ensure that you have tidied it up by the end of the day on Friday 30th September. All your belongings must fit inside the cage and not be left around the cage, on the floor, or on top of the cage. Cages which have not been used in the past year will be cleared out by us, the contents will be disposed of, and the cage will be given to another group who are on the waiting list.

Please ask at security for the keys to your storage unit and ensure you return them when you are done.

Grant Funding Applications

All societies are welcome to apply for grant funding from the Students Union. You can read more about the Grant Funding Application policy in the attached document. To apply for grant funding please complete [this form](#). The deadline to complete this form is **9am on Monday 3rd October**.

Transport Info

Societies are welcome to drive/hire SU vehicles for trips, you can find more info about SU transport [here](#).

Driver training can be booked [here](#).

Request a vehicle [here](#).

To Do List!

If you skipped to the bottom of this email... go back and read it! We promise it's useful!

1. Hold tight while our web team fix the admin rights/finance portal issues.
2. See the attached list of Freshers stall allocations & complete [this form](#) if you don't want the stall.
3. Send all outstanding handover documents to societies@cardiff.ac.uk ASAP.
4. Complete a development plan & book in a development meeting with your coordinator [here](#).
5. See the attached committee training timetable and plan who will attend what.
6. All committee members must complete the online committee training module.
7. Plan your Give it a Go Session and add it as an event to the SU website. There is a video on [this page](#) to show you how.
8. If your society have a storage cage, make sure you have tidied it up by 30th September.
 - Apply for grant funding by 3/10/22 if you would like to.

And last but not least...Get excited for freshers, we can't wait to see you!