



Cardiff Students' Union  
Undeb Myfyrwyr Caerdydd

**Committee Update #3 – 1<sup>st</sup> September**  
**LAST CHANCE TO REQUEST A FRESHER'S FAIR STALL**

Happy September!

We hope you are all looking forward to the month ahead. There are some important deadlines fast approaching so please see the final reminders below:

**Freshers Fairs** – [click here to request a stall!!!](#)

As stated in the last two committee updates, the freshers' fairs will take place **25th – 28th of September**. The Societies and Volunteering days will be **Wednesday 27th September and Thursday 28th September** at Cathays and **Wednesday 27th September** at Heath Park.

If you would like to have a stall at any of the Freshers Fairs days, you must complete [this form](#) by **9am Monday 4th September**. Failure to complete the form on time will result in your society not having a stall at the Freshers fairs. You will receive stall confirmation shortly after the deadline.

**Regular Room Bookings**

If your group requires a regular room booking in the Student's Union, please complete the request form [here](#) by Monday 4th September 9am if you have not already done so.

You can request room bookings for society activity in university buildings through the [resource booker](#) (the same one to book library rooms). Presidents and secretaries should have access to the 'student's union/society bookings' option. Please note that the university are still finalising lecture timetables so check back to book anything after 2<sup>nd</sup> October.

**Give it a Go (GIAG)**

Once you have received your regular room booking allocations, please start planning your Freshers GIAG activities. Please see the 1<sup>st</sup> update email for more information about GIAG.

**Guild of Societies Memberships**

Guild memberships are now on sale! You should have all received an email on 23<sup>rd</sup> August to announce that they were on sale and are now priced at £8 for the year.

Please make sure that you buy your guild **and** society membership by **Monday 30<sup>th</sup> October** to continue your committee membership. You are required to purchase a membership; you do not automatically gain one when you are elected.

**Development Plan Meetings**

All groups are required to have a development plan meeting each semester. In this meeting we will discuss your development plan and your plans for the year ahead. This is a great opportunity to talk to us in person and ask any questions. [Book your development plan meeting here.](#)

**Committee Training**

Please ensure you have completed your online committee training by **Monday 25<sup>th</sup> September** and attend the in-person training sessions if you or your other committee members have not already done so. You can find the committee training schedule attached to the 1<sup>st</sup> August update email.



The heart of Cardiff student life  
Calon bywyd myfyrwyr Caerdydd

### **Wellbeing Officer Training**

Every society should have a Wellbeing Officer, or someone within your committee that takes on the responsibility of a wellbeing officer. (Our suggestion for this person would be your President or Social Secretary if you do not have a Wellbeing officer). As you would have seen in our Welcome email on the 1st of August, we have 6 sessions of Wellbeing Officer training. These sessions are all the same so you only need to attend one, but places on these are limited so you must book on to the session you would like to attend. You can book the session you want to attend by following this [link](#).

### **Need help planning an event?**

If you need help planning an event or a trip please ensure you attend the Transport, Trips, Room Bookings & Planning Events training on Monday 18<sup>th</sup> or Monday 25<sup>th</sup> September. It would also be beneficial to attend the Admin training session and the Finance training.

You can also discuss your plans and events for the year with us in your development plan meeting. [Book your development plan meeting here](#).

### **Welcome Team**

Joining the Welcome Team is an amazing opportunity to volunteer your time to make a huge difference to the student experience, make loads of friends and acquire new skills that will stay with you forever. You'll also make a huge positive impact on your CV while doing it. Find out more and apply by following this [link](#).

Please note, the societies team response time is 3-5 working days and you can expect a delay in busier periods or when members of the team are on leave. We are a small team with a lot of groups to look after, we appreciate your patience and understanding.

If you are waiting on a response, remember all committee update emails are linked [here](#) on our website under the 'Weekly Email Updates' drop-down menu and you can always consult the [committee handbook](#) or the online training if you have any questions!

