

## **Committee Update #5 – 15th September**

### **Committee Training Reminder**

Hi all | Shwmae pawb,

We hope you are looking forward to the Freshers period!

#### **Freshers Fair**

You should have all had your Freshers' Fair allocations for Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> at Cathays and the 27<sup>th</sup> for the Heath. Please make sure that there are only 2 committee members on the stall at a time and if you have your society roller banner, bring it with you! If you have left them in the possession of the Societies team then it will be waiting for you when you arrive.

There will be more detailed information sent out closer to the time including arrival times.

#### **Committee Coffee Morning with VP Societies and Volunteering**

Your VP Societies and Volunteering is running a coffee morning on Wednesday 20<sup>th</sup> September from 10am-noon for all committee members. It is a chance to ask any questions you might have and an opportunity for you to make connections with other committees. You can get a free ticket on the SU website here <https://www.cardiffstudents.com/ents/event/30785/>

#### **Committee Training Information**

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 and is also attached to this email. Each club and society are required to send at least one person to each session.

There is a session titled Socials and Conducts Guild of Societies at 2.30pm on Thursday 21<sup>st</sup> September. This is the only time this session is run and is especially important for all presidents and social secretaries to attend if able. If they are unable to attend, please send a suitable replacement member from the committee. If no one on committee can make this session, please let us know.

You do not have to attend repeat sessions over the two weeks, please just attend one of each session! If you attended the training back in May these are repeats of those sessions so you do not need to attend if your society has already sent at least one person to each of those sessions.

We are aware that there are strikes happening whilst we are doing our training sessions, please be mindful of this when choosing which sessions to attend. The UCU have not requested that we change the venue or cancel these sessions within university buildings.

#### **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](#).

### **Grant Application Information**

All Societies are welcome to apply for grant funding from the Students Union. You can read more about the Grant Funding Application policy attached to the last update email (update #4), to apply for grant funding please complete this [form](#). The deadline to complete this form is 09:00am on Monday 8th October. We often must reject requests purely due to lack of detail on the application, so please include as much information as possible.

If you have any queries regarding this process, please contact [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk). It may also be worth you speaking to last year's committee members and asking them for a copy of the form they submitted to give you a starting point.

### **Societies and Volunteering Executive Committees**

Applications for Societies and Volunteering Executive Committees are now open!

Each Sabbatical Officer has at least one executive committee which is designed to shape and support the work of the elected officers. This could include supporting them in the development of policy, running outreach activity, or simply putting on events and activities students want to see. The Societies Executive Committee has 25 members, 18 elected through a cross-campus ballot and seven representatives selected with approval of the societies forum amongst society committee members - with each one representing one of the seven categories of students' union societies. All members of the Societies Executive Committee must be members of the Guild of Societies.

The Volunteering Executive Committee has 10 members, six elected through a cross-campus ballot and four selected with approval of the appropriate forum. All members of the Volunteering Executive Committee must be a member of a volunteering project or R.A.G groups.

As mention above, there are two ways to successfully be appointed to the Societies and Volunteering Executive Committees. You can either opt to run in the Autumn Election process and be elected via cross campus ballot, or apply via the selection process where you will be interviewed by a panel including the Vice President Societies and Volunteering. Successful candidates will then be approved by the relevant forum

To run to join any of the Societies and Volunteering Executive Committees please nominate yourself for election or selection via the link below:

**Nominate yourself for selection:**

<https://cardiffstudents.typeform.com/SocVolExec2023?typeform-source=www.cardiffstudents.com>

**Nominate yourself for election:** <https://cardiffstudents.typeform.com/Autumn2023?typeform-source=www.cardiffstudents.com>

### **Group Contact Update**

As many of you are aware, Hannah Snape left the team over the summer so there will be a new member of staff supporting the groups Hannah used to look after. We have discussed many different ideas and have settled on the below changes. This will take effect from now and will last



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**Calon bywyd myfyrwyr Caerdydd**

until Christmas when we will review things and send another update if and when any changes are made.

Please read the full list of changes carefully as your category may be with the same member of staff, but your group maybe with someone else. If you are unsure which category your group is a part of, you can see your classifications on the website by using the search function on the list of societies. Or you can email [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) and ask.

Elaine Morgan who many of you would have seen at the Societies, Volunteering and Media Awards in May will taking responsibility for some of our groups in addition to her role of supporting our 4 student media platforms. We will also have a number of student staff joining the department to help support the team and you over the year.

**Ellen:** Activity & Appreciation, Heath Based, Performance & Artistic

**Elaine:** Cultural & International, Political & Ideological

**Sophie:** Course Based, Discussion, Campaign & Awareness

**Rhys:** Airsoft Society, Anime Society, CRITS, Doctor Who Society, Esports Society, Gaming Society, Harry Potter Society, MedSoc, Quadball Society, Sci-fi and Fantasy Society, Wet Dippers Wild Swimming Society.

Of course, the whole team will be there to support all groups as best as they can, but the staff above will be your main contact. To contact any of the above members of staff, please email [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk)

### **Guild of Societies Memberships**

Guild memberships are now on sale! You should have all received an email on 23rd 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 30th 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.](#)

Please only book a development plan meeting and not a DBS and meeting with a coordinator as well.

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!

Best Wishes | Cofion Gorau,  
Guild of Societies



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