



Cardiff Students' Union
Undeb Myfyrwyr Caerdydd

Committee Update #1/SUMMER HELP SHEET FOR SOCIETY COMMITTEES

Hello and welcome! / Shwmae a croeso!

Use this email as your summer help guide... It will answer all your questions! – There is a summary/check list at the end.

Today (1st August) you officially take over as the committees of your societies and will be in position until 31st July 2024. If you are a returning committee member, welcome back! You are now our main point of contact for your society. You have a responsibility to read these updates, action anything required, and relay any relevant information to your members.

Although you are student-led groups, we are here to help and support you along the way. One way in which we help you is by sending you these committee updates, there is also lots of help under [Committee Resources](#) on our website and in the [Committee Handbook](#).

You will receive a committee update email (like this one) most weeks from us, usually on a Friday. Committee update emails will keep you up to date with all thing societies throughout the year. These emails will most likely answer any questions you have or at least signpost you to the answers. Finally, committee update emails will also include lots of important information and deadlines which you do not want to miss. So, please make sure you read them. Your society may be at a disadvantage if you do not read these emails.

We know some of you want more updates from us, and some of you want less. So, we will aim for a happy medium. We promise they won't always be as long as this one!

In this week's committee update email, you will find out about the following:

1. Who we are and how we help you/what guild fees are for
2. How to get in touch
3. Committee training
4. Webpage/admin access, Outlook access, finance portal access



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5. Memberships
6. Core committee by-elections
7. Regular room booking requests
8. SU and University room booking access
9. Freshers Fair(s) and Give it a Go
10. Development plan meetings
11. Grant application info
12. Key dates and more...

Some of you would have already met us, however, in our recent satisfaction survey, lots of society members asked who we are and what do we do. So, below is a quick introduction to who is behind the scenes helping you and what our roles are:

Paul Jones – Head of Student Activities

Oversees and manages all things student activities here at Cardiff Student's Union. This includes societies, volunteering, the athletic union, student media, give it a go and transport.

Rhys White – Deputy Head of Student Activities

The Deputy Head has a particular focus on supporting societies, volunteering and give it a go. The Deputy Head has a key role in overseeing the health and safety of groups, sponsorship contracts, complaints, and events such as Freshers Fair and the SVMA's.

Ellen O'Dwyer – Societies and Volunteering Coordinator

The Societies and Volunteering Coordinator(s) looks after the coordination and administration of societies. This includes training, development and engagement opportunities for societies and their committees. In addition, administrative responsibilities such finance, web, handovers, elections, room bookings and event and trip planning.



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Soph Irving – Graduate Activities Intern

Graduate interns will work on a variety of projects throughout the year to support students and the Student's Union. The Activities Graduate Intern will work across all areas of Student Activities but similar to a Societies and Volunteering Coordinator, they will closely support societies and volunteering projects.

Madison Hutchinson - Vice President Societies and Volunteering

Your elected Vice President Societies and Volunteering this year is Madison Hutchinson and is 1 of 7 elected sabbatical officers. It is Madison's job to represent and champion you and your societies. You will see and hear lots from Madison throughout the year too.

Collectively, the Activities Team work to ensure your societies can exist and that they are the best they can be. We work alongside committees to ensure your societies are safe, inclusive, sustainable and adhering to SU policies. It is also our job to provide additional opportunities for you and your members such as Awards, Varsity, Showcases and Freshers Fair. We look forward to meeting you all throughout the year.

In our recent satisfaction survey, some society members also asked... **what is the Guild of Societies and what does the guild fee pay for?**

The Guild of Societies is the umbrella that all societies sit under, the Guild of Societies sits within Cardiff Student's Union (the 2nd best student's union in the UK!) just like the Athletic Union does for sports clubs. Without the Guild of Societies, the staff and the guild fee, your societies would not be able to exist the way they do.

It costs us over £110,000 per year to run the guild of societies and the guild fee contributes to this. Below are a few examples of what members can benefit from being part of the Guild:

- Your insurance. Members of the guild are protected by our insurance policy when taking part in any registered activity.
- SU and University room bookings with furniture and equipment.
- Use of event/commercial spaces.
- Use of storage in the building.
- Use of equipment such as speakers, microphones, keyboard, and fundraising resources.
- Use of licensed music in the building – we pay a fee for this on your behalf.
- Training and development opportunities and resources.
- Access to grant funding for societies.
- Societies are not charged for credit card fees through the website or card readers – last year year the guild paid £8,000 in credit card fees on your behalf.



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How to get in touch

Most questions we are asked by committee members have already been answered in the following places, so always check these first:

- The latest committee update email or previous committee update emails
- Your notes from in-person committee training
- The online training
- Committee Resources on the website
- The Committee Handbook
- Ask another member of your committee if they know

Of course, there will be some occasions where you would like to get in touch with questions. Once you have checked all the above places, you can get in touch in the following ways:

During the summer – the best way to get in touch during the summer is to drop us an email at societies@cardiff.ac.uk. Our usual response time is 3-5 working days, however you can expect a delay during busy periods or while members of the team are on leave.

Although some members of the team will be on leave at times over the summer, you are welcome to come in and see us if you have a query. We are based on the 3rd floor of the SU building. There will be someone in the office at all times, but if you wish to speak to a specific member of the team, please [book in here](#) to avoid disappointment.

Throughout the year –

- After you have checked the places above, you can email us at societies@cardiff.ac.uk. Please do not contact members of staff on their personal staff emails as if they are away, we will not be able to respond. We have a 3-5 working day response time on emails and you can expect a delay in busy periods. Please do not chase emails, we work on an oldest-first system so chasing will only delay your reply.
- Please send emails from your [society]@cardiff.ac.uk account to save multiple committee members emailing the same thing.
- Please include the name of your society in the subject line of the email.
- Please send your query well in advance, if your query is **urgent**, you can call us (phone numbers are in our signature) or you can come into the activities office (3rs Floor SU building, Cathays).
- If you would like to come in and chat to a member of the team about a query, trip, event etc. then please book a 15-minute chat [here](#) to avoid any disappointment. Throughout the year the office can get very busy, and we want to be able to dedicate time to speak to you so please book.

Please note, the activities team normally work Monday-Friday 9am-5pm so we will not be able to take phone calls or reply to emails outside of these hours.

Committee Training

Please find attached the timetable for committee training in September and October. Committee training (including the in-person sessions and the online modules) is compulsory and at least one member of your committee must attend each in-person session. These are the same training sessions that were held in May so if you or a member of your committee attended these sessions in May, you do not need to attend them again. We recommend as many committee members attend as possible.



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Online Training Info

The online training modules are now available. You can access the online training via [the student portal](#), **this must be completed by 25/09/2023**. We encourage you to complete this as soon as possible as it includes lots of very important information you will need. You can always go back into the training if you need to refresh your memory throughout the year.

Online committee training must be completed by all committee members regardless of if you have been on committee before. The whole committee needs to have completed this training before 25/09/2023, but ideally before this date. You will need to complete a test at the end of the training with a score of at least 80%. You will be able to go back and look at the information in this training throughout the year so the sooner you complete it the sooner the information will be useful to you.

Throughout the year you may see us respond to emails asking you to check the online training for your answer first. We hope everything you will need to know is included in the online and in-person training, which should enable you to plan and do the things you want, without needing to wait for a reply from us.

Webpage Access

You should now have admin access to your society webpage via [cardiffstudents.com](#). If you do not have webpage access yet, please be patient. If you do not have admin access to your society webpage in 1 week, please let us know.

To learn how to use your admin access please attend the Admin training session on **Wednesday 20th September or Thursday 28th September**. Some parts are also covered in the online training.

Outlook/Society Email Address Access

You should now have access to your [society]@cardiff.ac.uk outlook account. To access this account, follow these instructions:

1. Go to your outlook emails/personal inbox through the Cardiff student intranet.
2. Click on your profile icon in the top right corner.
3. Click 'open another mailbox'
4. A text box will pop up and you need to type the email address of your society in and click open.
5. Ta-da there is your society inbox!

We have found that opening 'another mailbox' does not always work on mobile or the outlook app so try and use a browser on a laptop/desktop.

If you do not have access yet, please be patient and keep trying. If you do not have access in 1 week let us know.

If you do not know what your society email address is – refer to your committee handover, ask the rest of your committee or let us know.

Finance Portal Access

Presidents and Treasurers should now have access to the finance portal. You can access the finance portal through the student portal [here](#).

Please attend the Finance training on **Friday 22nd or Friday 29th September** to learn more about the finance portal and all things money.

Memberships

Your 23/24 society memberships are now live! Please make sure you purchase the guild of societies membership and your society membership. If you do not have a membership by **Monday 30th October**, you will be permanently removed from your role on the committee.



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If you would like to change the price of your membership, please let us know before anyone has purchased it.

23/24 memberships will last from the time of purchase until 31st July 2024.

What is the difference between the guild fee and the society membership fee?

The guild fee is an annual fee and allows members to become a member of any society, the guild fee provides members with the above benefits. The guild fee for next year is currently under review and you will receive further information on this next week. On top of the guild fee, members will pay for each society membership. The committee will determine the cost of their society's membership. Membership fees combined should cover the cost of the society's core activity for the entire year. Society membership fees will differ as the cost to run each society is different. For example, a society who meets in a SU room and only uses a few low-cost resources will probably charge less than £5. A performance group who pays for an instructor, external facilities and equipment will most likely need to charge £5-20. Committees can reduce their membership costs by fundraising, sourcing sponsorship, and/or applying for an SU grant (you will receive information about this soon).

Core Committee By-Elections

To remain affiliated, societies must have all core committee roles filled. This is President, Treasurer and Secretary. If you are missing one of these roles, you must set up a by-election.

[Click here for help setting up an election](#). There is also a step-by-step guide on page 29 of the [Committee Handbook](#).

Please note – to run and vote in an election, members must have purchased a membership.

Regular Room Bookings (Semester 1 Student Union Rooms Only)

If your group requires a regular room booking in the Student's Union, please complete the request form [here](#) by **Monday 4th September 9am**. Allocations will **not** be made on a first come first served basis.

Please note, by completing this form you are making a request only and this does not confirm your bookings. It is also not guaranteed you will have the same booking as previous semesters.

Please be as open and flexible as possible with your requests, you are more likely to receive slots by doing so. Please only make requests for times and days that you and any coach/instructor will be able to attend (e.g. do not request Mon-Fri 9am-11pm if you are not available for the entire period). If you are relying on a coach or instructor, please do not complete this form until you have their availability confirmed.

We will make every effort to accommodate requests, however we have limited space and over 200 groups. Some groups will be given priority in some spaces (e.g. studio space or space where equipment is stored) as they are unable to meet anywhere else, but we encourage all groups who would like a regular booking to make a request.

Please try and only submit 1 form per group. We appreciate your cooperation, flexibility, and understanding.

We will be in touch to confirm your regular room bookings the week commencing Monday 11th September.



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For one-off room bookings, please see below.

Room Booking Access

Students' Union Room Bookings – All committee members should use [this link](#) to access the Student Union Room Booking System. Your username for this system will be your society outlook email address and the password would have been created by the previous committee. We do not necessarily know your passwords so please ask your previous committee. If you need the password to be reset. Please let us know.

Use this system to make one-off room booking requests and manage your bookings. **Do not attempt to book regular rooms this way**, your account will max out and we will reject all requests. The system will not let you book over a month in advance, this means you will need to wait till you are within the month you would like to request.

Please note – a request does not confirm your booking and we will not approve any room booking requests until regular room bookings are in the system.

University Room Bookings – Presidents and Secretaries should use [this link](#) to access the University Resource Booker. This is the system you should use to request university spaces for your activity on a one-off or reoccurring basis. If you would like to make a request for a university space out of hours or for an event, please contact societies@cardiff.ac.uk.

Remember, a request does not confirm your booking. You must wait for confirmation.

Please attend the Room Bookings training session on **Monday 18th September or Monday 25th September** to find out more about what SU and University spaces are available and how to request them for your activities and events.

Freshers Fair

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 Cathys and **Wednesday 27th September** at Heath Park.

The fairs will open at 10am and run until 4pm each day, 2 members of your committee will be required to be set up before the start time and stay until closing time to pack away.

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**. Space is limited and you will receive confirmation of what you have been allocated shortly after the deadline. Failure to complete the form on time will result in your society not having a stall at the Freshers fairs. If you cannot make the day, you have been allocated, then please let us know as we will have a waiting list of groups wanting a stall that we can allocate the stall to instead.

If you have any questions about Freshers fairs, please email societies@cardiff.ac.uk.

Give it a Go

Give it a Go sessions are a great way of showing what your group does, attracting new members and developing your society - plus they'll help you with the tier system!



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Plan Give it a Go sessions the same way you would plan a regular session and upload them as an event to the website as you normally would. Make sure you give it a clear title. Then, fill out [this form](#) by 9am **Friday 15th September** and we'll promote your event on the Give it a Go page.

We would encourage you to use regular room booking slots to facilitate give it a go activity, but if you need extra sessions above these, then please see the room booking section of this email for information on how to book those.

You'll be glad to know you don't have to provide the details of the GIAG on the form anymore, so this should be a far quicker process than in the past.

If you would like to run a larger trip with your society members you can talk to the Give it a Go team to see if we can pair you with another group that is also wanting to go to the same place or to see if you could work with Give it a Go to plan this trip. You can contact Give it a Go by emailing giveitago@cardiff.ac.uk

Development Plan Meeting

All societies are required to have a development plan meeting each semester. All committee members are welcome to attend but we ask at least the core committee are present. These meetings are an opportunity for you to discuss your aims and objectives with a member of the Activities team and ask any questions or queries you have.

Book your meeting [here](#).

Grant Applications Info

All affiliated groups can apply for grant funding from the Student's Union. We will be in touch soon with further information and an application form.

Transport – are you going on a trip this year?

The SU has a small number of 9-seater cars and 15-seater minibuses come to training/book tests if you want to go on trips this year. Please note these do get booked far in advance so please book drivers test and request vehicles as soon as possible to avoid disappointment.

15-seater drivers must have completed the MiDAS theory lesson before they will be allocated a test. Please remember over 21 (2 years driving experience) is the minimum requirement to drive the minibuses.

9 Seater (classed as a CAT B - car)

Please remember before any test drive your driving licenses will need to be checked with DVLA . 4 pts or more will not be allowed to complete the courses.

You can book a driver test [here!](#)

You can request a vehicle [here!](#)

Bluetooth Speakers

Last year, we bought 3 brand new Bluetooth speakers with microphones for free society use. Unfortunately, 2 of these speakers have gone missing. As a result, we will sadly not be able to give societies the privilege of using these speakers for the coming year. If you need to play music in your sessions – you must provide your own speakers.



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If your society has one of the missing speakers – please bring it back asap so we can allow groups to use it again.

Societies Exec

Applications for the Societies Executive Committee will be opened soon – Madison will be in touch about this.

New Tier System

The Tier System is designed and led by your VP Societies and Volunteering, however Ellen and Soph will support you if you wish to complete a tier. Get to know the tier system early as some of the requirements are time sensitive. There will be more about the Tier System in Madison's update!

Personal Leadership Skills Courses... a message from our Skills Development Service...

We have a great opportunity for you to invest in yourselves and your personal leadership skills by embarking upon one or two short courses with one of the nation's leading Leadership learning providers – The Institute of Leadership.

Leading Authentically consists of: Self-Awareness, Building Trust and Personal Brand components. Leading Strategically includes Aligning Values, Developing Strategy and Engaging Stakeholders components. This one is very relevant to you holding an executive position within your society and will provide you with necessary skills and knowledge so that you can get the best out of you running it.

The cost for each course is £30.00 cheaper than normal at just £29.00+VAT

The beauty of these courses is that you can spread progression over 6 months from application, and to complete all components in one go would take around 6 hours.

Upon successful completion you'll receive a professional digital badge, can cite it on your CV and LinkedIn and help make yourselves attractive to a graduate employer.

Email John at Steelej@cf.ac.uk for details

Macron Society Merchandise

As outlined in the Athletic Union announcement, Macron is now our official kit supplier! If you are a dance team who are looking for sportswear, or a society looking for society hoodies and t-shirts, please get in touch with Jamie at Macron jamie@macronstorecardiff.com to find out more and to set up a shop on their website specific to your society.

Macron have been selected as the best kit provider for our groups to work with and have also committed to various benefits for clubs and societies for using them.

Macron offer a huge range of items including hoodies and other items of leisure ware and they will set your group up with an online store that your members can order from with your logo and any other personalisation's you work out with Macron. You can also set up packages so members will get a discount if they are buying multiple items at once.

Volunteering

We have a number of amazing volunteer projects which your group could get involved in. These groups are always looking for more students to get involved in. Get involved to give back to the community, build a community amongst your members, and boost your own personal and professional development. You can find more information about the opportunities we have [here](#).



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Student Media

We are incredibly lucky to have 4 amazing student media platforms. Each year they produce incredible content with and for our societies, volunteering projects and sports clubs. We want to encourage you all to consider approaching at least one of the media platforms to work with them on covering your group or an event that you are running. You can find more information about each of the platforms [here](#).

Key Dates – Semester 1

In-person Committee Training – please see timetable attached

Student's Union Annual General Meeting – Thursday 23rd November

Societies Forum 1 – Tuesday 17th October Heath Park (Streamed to Cathays)

Societies Forum 2 – Tuesday 13th February Cathays (Streamed to Heath Park)

Freshers Fair (Societies and Volunteering Days) – Wednesday 27th September and Thursday 28th September.

Freshers Fair (Heath Park) – Wednesday 27th September.

Student's Union Autumn Election Nominations – 25th September - 5th October

Student's Union Autumn Election Voting – 16th October - 19th October

Winter Showcase – Monday 4th December

Summary/Summer to-do list:

- Purchase your Guild of Societies Membership and Society Membership.
- Complete the online training via the [student portal](#) by 25/09/2023.
- Familiarise yourself with the [committee handbook](#).
- Make a note of the key dates listed.
- Book a Development Plan meeting with Soph or Ellen [here](#).
- Complete the Regular Room Booking Request form [here](#) by 9am on 4/09/23 (if applicable).
- Look at the committee training schedule (attached) and plan who will attend what sessions.
- Request a stall at Freshers Fair [here](#) by 4/09/2023.
- Send in a general risk assessment if you have been contacted about this separately.
- Attempt logging in to your society outlook account and both room booking systems.
- Use your admin access to edit and update your society web page ready for Freshers.
- Let us know about your Give it a Go activity by **15/09/23**.
- Familiarise yourself with the new Tier system early as some points will be time sensitive.

Thank you for reading, we look forward to seeing you soon!



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Best Wishes | Cofion Gorau,

Guild of Societies

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