



Committee Training





Introductions



Student Activities and Voice Team

Student Activities and Voice Manager Nadine Al-Kudcy <u>n.al-kudcy@aston.ac.uk</u> 0121 204 4847



Head of Membership Engagement **Richard Broome** <u>r.broome@aston.ac.uk</u> 0121 204 4723





ASTON STUDENT ACTIVITIES

Student Activities and Voice Team



Deputy Student Activities & Voice Manager + Student Engagement Coordinator (Societies) Rachel Smith <u>societies.union@aston.ac.uk</u> 0121 204 5205



Student Engagement Coordinator (International) Amanpreet Sidhu societies.union@aston.ac.uk 0121 204 4674



ASTON STUDENT ACTIVITIES STUDENT ACTIVITIES Student Activities and Voice Team



Student Engagement Coordinator (Voice) Fawziyyah Ahmed Union.voice@aston.ac.uk



Student Engagement Coordinator (Sport and Physical Activity) Daniel Smith <u>athletic.union@aston.ac.uk</u> 0121 204 4819





Ice Breaker 1



Mentimeter



How does the Students' Union work?



The Students' Union (SU): A Vital Charity Organisation within the University Community

The SU is one of the most important aspects for creating a vibrant student community on campus.

The SU plays a huge role in enhancing the overall student experience at Aston University.

How does the Students' Union work?



Representation and Support: Advocating for Student Interests

The SU serves as a representative body for all students.

The SU actively advocates for students' interests and concerns.

Examples: Varsity, AU Ball, Grad Ball.

How does the Students' Union work?



Student-Led Democracy: A Body Run by Students, for Students

The Students' Union is a democratic organisation governed by students.

All students have the opportunity to get involved in decision-making processes.

All elected student officers (FT/V) and representatives help shape and direct the SU's direction.

How Does the Students' Union Work?



Council, Elections, and Committees - Student Activities Executive Committee

Students' Union Council:

The SU Council is the highest decision-making body of the Union.

The SU Council is open to **ALL** students.

The SU Council can vote to change all policies, but they do not oversee activities and cannot approve budgets.









How Does the Students' Union Work?

Elections: Empowering Students' Voices





Elections:

All elections are a democratic way for students to choose their representatives

Student engagement in these processes are crucial to their effectiveness.

How Does the Students' Union Work?



Student Activities Executive Committee (SA Exec):

The SA Exec is a key committee within the Students' Union.

The SA Exec is composed of elected student representatives responsible for supporting and developing student-led initiatives.

This is a part-time role where students are volunteering their time to help **YOU**.



Student Activities Executive Committee



✓ Chairperson – Emilia Dyer

- ✓ Media & Design (Secretary) Max Patel
- Events & Fundraising VACANT
- ✓ Welfare & Development VACANT
- ✓ Club Rep x2 Oscar Hayward, VACANT
- Societies Rep x3 (Academic, Faith & Culture & General Interest) – Vacant, Batoul Abu-Affar, Ray Al-Saadi

If you are interested in sitting on the Student Activities Executive committee please email <u>vp.studentactivities@union.aston.ac.uk</u> for more information

How Does the Students' Union Work?



How SABBs (Sabbatical Officers) work:

SABBs are full-time, paid, elected officers who work within the Students' Union.

SABBs are responsible for representing and advocating for student interests to the University. They speak for you. Make sure you speak to them!

SABBs play a crucial role in leading and implementing Union initiatives.

This could be **YOU** one day...

How Does the Students' Union Work?



Vice President of Student Activities (VPSA):

The VPSA oversees student activities, clubs, and societies.

The VPSA works closely with the SA Exec to support and develop student-led initiatives.

Key Functions of the VPSA:

Providing support and guidance to clubs and societies.

Promoting and enhancing student engagement in extracurricular activities.

Collaborating with the SA Exec to organize events and initiatives that enrich the student experience.

Your Sabbatical Officers 2023/24





Atul RanaJuan Carlos Garcia BelzaPRESIDENTVP STUDENT ACTIVITIES

Kirsty Allan VP WELFARE Adora Wong VP EDUCATION **Taher Gadiwala** VP COMMUNITIES







Question 1: Is the Students' Union a charity?

HANDS UP: YES HANDS DOWN: NO







Question 1: Is the Students' Union a charity?

YES







Question 2: Is Kirsty the VP Wellbeing?

HANDS UP: YES HANDS DOWN: NO







Question 2: Is Kirsty the VP Wellbeing?

NO, she is the VP Welfare







Question 3: Can all students attend SU Council?

HANDS UP: YES HANDS DOWN: NO







Question 3: Can all students attend SU Council?

YES







Question 4: Are all SA Exec members volunteers?

HANDS UP: YES HANDS DOWN: NO







Question 4: Are all SA Exec members volunteers?

YES







Question 5: Was 'Manifesto Approval' step 5 of the Election process?

HANDS UP: YES HANDS DOWN: NO







Question 5: Was 'Manifesto Approval' step 5 of the Election process?

NO, it was Step 4





Students' Union Staff

Senior Managers





Max McLoughlin- CEO



Kamlesh Rani- Head of Finance and Central Services



Paul Jordan- Commercial & Operations Manager



Richard Broome- Head of Engagement Services





- Adrian Spence- Advice & Wellbeing Manager
- Bhanu Dakkumalla- Media and Marketing Manager
- Roy Evans- SU Shop Manager
- Christopher Goode- Catering Manager
- Natalie Hawksworth- Accommodation Services Manager

All Students' Union Staff

ADVICE:

Sahema Begum- Advice Reception Mary Floyd- Welfare Advisor Wynnie Alexander- Academic & Welfare Advisor Hursheda Chauhan- Academic and Welfare Advisor Anisha Birdi- Wellbeing and Welcome Desk Assistant Natalie James- Wellbeing Coordinator

COMMERCIAL AND OPERATIONS:

Gurdev Bhomra- Events Coordinator Peter Smith- Bar Supervisor Justyna Golba- Retail Assistant Matthew Haynes- Commercial Kitchen Assistant Thomas Ayrton- Bar Supervisor Heather Small- Bar Supervisor Malcom Evans- Bar Supervisor

ASTON HOMES:

Sam Suarez- Aston Student Homes Coordinator Gill Clark- Aston Student Homes Coordinator Jessica Court- Deputy Accommodation Manager

MARKETING:

Sandra Nair- Marketing & Communications Coordinator Emma Husband- Graphic Designer & Digital Coordinator

Finance and HR

Jayne Sheldon- Finance Admin Coordinator Shadab Hussain- HR Governance & Admin Coordinator Iqra Hassan- Graduate Trainee Management Accountant



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Join a thriving community.

Develop crucial employability skills.

Change your Aston experience for the better.

Become a Student Rep.

FIND OUT MORE AND SIGN UP AT WWW.ASTONSU.COM/REPS



What is a Student Voice Advocate (SVA)?

- A Student Voice Advocate (SVA) is an Aston student that represents the student voice on various Aston University panels.
- You assist in decision making processes, whilst remaining impartial through consulting evidence and other relevant materials provided to you.
- As a SVA, you get free perks such as like free meals at the lounge
- You also get an End of Year Certificate of Achievement and you can add it on to your Higher Education Achievement Record (HEAR).





SIGN UP

AR

Student Reps



Student Voice Advocates



Post Grad Research Reps


Office Etiquette



- This office is open and accessible from 10am-4pm, via a censor outside of the door.
- Check to see if the person you are after is available. They may ask you to take a seat in our new comfy chairs.
- It is best to send us an email to set up a meeting as we are not always available for a drop-in meeting.
- Please keep in mind that staff will do their best to help you when able to, but impromptu meetings are harder to plan for.



Students' Union Staff:

Mentimeter





Committee Members:

Expectations

Students' Union Staff:

- Organised
- Honesty
- Looking out for your communities best interests
- Fairness
- Accommodating (within reason...)
- Approachable
- Supportive
- A safe space
- Willing
- Hard Working
- Human
- Not on a Weekend, or past 5pm...



Committee Members:

- Honesty
- Look out for your communities best interests
- Organised
- Fairness
- Inclusive
- Supportive
- Willing
- Hard Working
- Passionate
- Sustainable
- Reasonable





10 minute break



Committee Membership



✓ Pay for your Society/Club Committee membership (plus Athletic Union Membership)
✓ Once you've paid, we'll be able to apply admin rights to your account.

This is not an automatic process, please bear with us and contact us if there are any issues.



Once you have done this you will be able to:

- ✓ See your membership list alongside interested list (Cut off 27th October)
- ✓ Message your membership
- ✓ View membership demographic data
- ✓ Edit your Club/Society page
- ✓ Access the Activities Dashboard
- ✓ Make a finance claim and upload invoices

For support pages: https://www.ukmsl.com/kb/organisations/support/



Membership



Only current Aston students can purchase memberships

We can set up Alumni memberships for graduates, if this is something you are interested in please speak to the Student Activities and Voice team.

Running 'Interested Memberships' for students who are not sure whether they want to join. Valid until 27th October

JOIN NOW	
Marvel & DC Society Standard Membership £6.00	Add to Basket
Marvel & DC Society Interested Membership £0.00	Add to Basket





Activities Dashboard







Home/Admin/Activities Dashboard

ACTIVITIES DASHBOARD



Dates/Location Status

Dates/Location Status

08 Oct - 12 Oct

ACTIVITIES

REQUESTS

Organisation Activity

Badminton

(Hawks)

Activities requiring attention Organisation Activity

Badminton Club Badminton

LOCKOUTS

Current lockouts

6 There are no active lockouts.

EDIT HISTORY

Transport, Room and Speaker bookings that require attention

National Tour 2023 UK

Recent edits to forms

Form Date Status By Activity Organisation type







Activities Dashboard Extra Seminar:

28/9/2023 @ 1pm-3pm, SU Building – Upstairs Hall





Make sure to submit the event/activity to the Activities Dashboard at the earliest opportunity. We may not be able to process last minute event requests.

You need to plan them properly. 15 days in advance is the **minimum** time required.

We will get back to you as quickly as possible. Our usual initial response time is 3-5 working days. This will involve event admin errors/further detail needed.

You cannot advertise an event/activity until it has been processed and approved.





Your event cannot go ahead until everything has been approved. If you are worried, come in and speak to us about it.

If you know you will be wanting to use club/society funds, make sure to inform us, use the finance planner to outline the costs for events if needed. The bigger the event, the more likely we will need this.

If you need other resources, such as card readers etc, email early and book these out.

If you are booking a room with us, this **CANNOT** be last minute.

If you need certain set-ups, send a set up plan with everything you require. The more detail the better for our teams that set the rooms up in the Students Union building.







- Aston RAG (Raise and Give) is a part of the Students' Union that actively seeks to raise money for charitable causes for local, national and international charities.
- It is student-led, helping to bring people together to fundraise for good causes, organising events and challenges.
- RAG supports clubs and societies to fundraise on behalf of RAG or for their own chosen charity.









- Clubs and Societies are able to fundraise for any UK registered charity please inform Student Activities if you are planning to fundraise for any charity.
- Please check that the charity is UK registered before committing to fundraising for them. You can do this by going to the charity commission website and searching the name of the charity or the charity number
- Activity needs to be approved by Student Activities before it takes place.









Finance





All claims must be submitted by Midnight on Tuesday each week.

We review all claims on Wednesday.

All claims, if approved, are paid on a Friday.

The Steps

There are 4-steps to every claim.

- 1- Member makes a claim
- 2- Chair, Treasurer or Vice Chair approves it
- 3- Student Activities Coordinator Approves it (Dan, Rachel or Amanpreet)
- 4- Claim in administered by the Finance department.





FAQ for Finance's

If you do not meet the deadline, you will have to wait until the following week.

There are times where there may be issues with your claims, which may lead to having to wait longer.

Check your claims, as we leave notes on the claims if there are issues.

There must always be itemised proof of purchases. No proof, no money back.

Any alcohol must be from a licensed vendor. If it is not, it will not be approved at all.

We will always check with the Chair's/President's in regards to any membership refunds.



How Does the Students' Union Work?



Introduction to Funding Opportunities:

The Students' Union currently provides various funding opportunities to support student initiatives.

Students' Union Grants:

SA Exec Grant, Coaching Grants (Clubs), Membership Grants (Societies), Participation Grant

These grants can be used to cover expenses such as equipment, events, and travel.

SA Exec Grant must be applied to via the SA Exec for them to approve.

Coaching Grant is provided at the end of the year to each club to contribute to coaching costs.

Membership Grant is a grant given based off of the amount of members over the compulsory 10 for a society.

How Does the Students' Union Work?



Sponsorship and Fundraising:

Seek sponsorship from external organisations.

Explore fundraising activities to generate additional funds.

Successful fundraising initiatives carried out by clubs and societies Cheerleading Club: Raised £771 through Crowdfunding.



Collaboration and Partnerships:

It is important to collaborate with other student groups, departments, or external partners.

There is potential for shared resources, joint events, and pooled funding opportunities.

Clubs and Societies are encouraged to actively seek out partnerships to expand their funding options.

How Does the Students' Union Work?



BUT REMEMBER <u>NEVER</u> TO SIGN A CONTRACT YOURSELVES.

SEND THEM TO US TO SIGN!





10 minute break







BUCS Teams:

BUCS teams will receive transportation support

Arrangements for transport will be provided for BUCS competitions.

Transport for Non-BUCS Teams/Clubs:

Non-BUCS teams/clubs will receive one fully paid trip.

Due to budget constraints, additional fully paid trips cannot be offered at this time.

Societies and Clubs can apply for a Student Activities Grant to seek financial contributions for any additional trips.

The Student Activities Executive Committee will vote on the grant applications.

Transport





Minibus Fleet

1x 17-seater Minibus (Wheelchair Accessible)

1 x 9-seater Minibus

Driver Requirements

UK licensed driver, over 21 years old, 0 endorsements and 3 years driving experience.

Registering Your Own Vehicle for Trips

If you use your own vehicle for a trip, it must be registered with us.

Transport





Minibus Driver Guidelines:

Trips under 2 hours require only one registered driver.

Trips exceeding 2 hours require at least two registered drivers.

We will organise driving checks ASAP.

You must arrange your own registered drivers for each trip.

Fuel Charge for Minibuses:

The fuel charge of 65p per litre will be applied to minibuses.

This charge has increased by 20p per litre, accounting for the lack of previous increases over the past three years + the increase cost in fuel.

Minibuses remain the most cost-effective means of club travel, with only fuel and parking expenses charged back to the club.







Booking, Events, and Schedule Changes:

- All sport bookings, events, or changes must be coordinated through the Sport Coordinator for clubs or, Societies Coordinators for Societies.

Involving the SA Coordinator:

- Sport Aston will always check with the SA Coordinators, so please reach out to SA Coordinator directly instead of contacting Sport Aston.
- Individuals must contact the Sport Coordinator for assistance in resolving issues related to coaches and physical facility concerns.
- It is important to include the Sports Coordinator in email communications regarding coaching issues.







Sport Equipment for Societies:

We have purchased Societies the following sports kit:

- 10 x Badminton Rackets
- 30 x Shuttlecocks
- 2 x Size 7 Basketball's
- 1 x Size 5 Basketball
- 1 x Kwik Cricket Set
- 4 x Size 5 Football's
- 2 x Size 5 Netball's
- 2 x Sets of Netball Bibs



Sport Aston



Disciplinary Actions:

- The consequences for individuals found responsible for organising club or society bookings without the knowledge of the SU will lead to a breach of code of conduct investigation.

- Disciplinary measures will be implemented based on the severity of the infractions.



Sport Aston



Collaboration with Sport Aston:

- Sport Aston will not allow clubs or societies to book facilities and use club/society funds without consulting the SA Coordinators.

- You must obtain approval of any event and involve the SU to ensure proper communication and compliance with procedures.





Activity







Where's Wally?

Go and find someone else in the room, that you do not know, for each criteria and ask the following questions...

- **A Treasurer in a Club/Society:** *Why did you go for the role or Treasurer?*
- **Someone born in the 90's:** What is your favourite TV programme?
- **Someone born in December:** *Do you have any pictures of a pet?*
- **Someone taller than 6ft:** *What is your favourite athlete or musician ever?*
- **Someone in a Society:** What is your favourite fruit?
- **Someone in a Club:** *What are you afraid of?*
- **Someone wearing Aston merchandise:** What is your favourite colour?

You have 15 minutes, remember this is a Networking Day as well, maybe follow each other on LinkedIn?





The Code of Conduct:

- Aston Students' Union Code of Conduct (Clubs/Societies): Promotes a safe, inclusive, and respectful environment by setting clear guidelines for member behaviour and outlining consequences for violations.

- Adherence to the Code of Conduct fosters fairness, honesty, and wellbeing within the Aston community.

Code of Conduct Acceptance:

- By purchasing membership you are accepting and agreeing to adhere to the Code of Conduct.
- It is important to communicate the complaints procedure and Code of Conduct to your members.





Reporting Serious Complaints

- Serious complaints outside the scope of this procedure should be reported to the appropriate authorities.

- Examples of such serious complaints, include criminal offenses, personal safety threats, sexual misconduct, hate crimes, and others.

- The SU will support individuals to follow the Aston University Student Complaints Procedure or contact Campus Safety or the police, depending on the nature of the complaint.

- The SU Advice Team have dedicated advisor's, who are available via drop in sessions (Weekdays 10am-12pm) or by appointment.





Submission of Complaint:

- 1. Informal Resolution (Optional)
- 2. Filing a Formal Complaint
- 3. Required information for the complaint, including name, description of breach, date, time, and location.
- 4. Identity Disclosure: No anonymous complaints accepted to ensure fairness and natural justice.

Initial Assessment and Outcome:

- The initial assessment will be conducted by a Student Activities Coordinator.
- The notification timeline (within 5 working days) for the complainant regarding the outcome.
- If no breach is determined, no further action will be taken.





Investigation:

- There will be a temporary suspension of the accused individual during the investigation. This is a neutral act.

- The Coordinator conducting the investigation will be designated to find out as much information as possible, to present to a disciplinary committee.

- The timeline for completing the investigation and submitting a comprehensive report is 15 working days.

Findings of No Breach of the Code of Conduct:

- There will be a report summarising the investigation findings.
- The relevant parties will be notified without the opportunity to appeal.





Disciplinary Committee:

- A Disciplinary Committee will be formed for cases with sufficient evidence of a breach.
- Committee will be comprised of:
 - VPSA or another Sabbatical Officer
 - Student Activities Manager, Membership Services Manager, or another manager within the SU.
 - Chairperson of the SA Exec or any other member of the SA Exec.

Disciplinary Meeting:

- The accused individual will be invited to a disciplinary meeting within 10 working days.
- The accused individual has the right to have somebody accompany them to the meeting.
- They will be sent a written notice specifying the meeting details and alleged breaches.
Complaints Process





Decision and Sanctions:

- The deliberation and decision-making will take place after meeting with the accused, by the Disciplinary Committee.

- Communication of the decision, sanctions, and formal letter will be sent to the accused individual and complainant.

Notification and Appeals:

- The accused individual will be notified within 7 working days, outlining the decision and imposed sanctions.

- Right to appeal within 10 working days based on specified grounds.
- Establishment of an Appeal Committee to review the appeal.

Complaints Process





CLUB AND SOCIETY COMPLAINTS PROCEDURE TIMELINE







10 minute break

Astonbury





Competition-Captain's





Captain's Training will be:

Thursday 28th September 2023. SU Building Room 4 & 5 11am-2pm

BUCS & non-BUCS Captain's







Kit Deal with Surridge (Clubs):

The Students' Union has a three-year exclusive kit deal with Surridge.

The 2023/24 academic year is the SECOND year.

Any kit representing your sport or physical activity must be sourced exclusively from Surridge.

You can work directly with Surridge's in-house design team, to personalise your kits.

Societies, you can also order Surridge kit.

Note that for social, charity, or other items, approval from the Students' Union is required before any orders are made.





Ordering Process:

Step 1: Obtaining a Quote

- Clubs to contact Surridge to obtain a quote for the desired kit.
- Recommend obtaining a proof of the order for reference.

Step 2: Sending the Quote to Dan

- The quote has to be forwarded to Dan, the designated contact person.
- Dan will use the quote to generate a Purchase Order, guaranteeing payment to Surridge.

Step 3: Order Placement and Delivery

- Surridge will process the order and arrange for delivery.

Step 4: Invoicing and Payment

- Surridge will send an invoice after the order is dispatched.
- Dan will forward the invoice to the club.
- Clubs are then to upload the invoice on the claims system on the SU website for payment.









Cost Coverage:

Clubs/Societies cannot fully cover the costs of orders for individual members.

Clubs/Societies can use club funds to reduce the cost for members.

Committee Orders and Approval:

Any committees ordering kit are limited to one item per person with the agreement of the entire club.

Note that any additional orders will be rejected by the Students' Union.







R&D Miller Orders:

R&D Miller orders will be checked by the Students' Union before production.

It is important to check with the Students' Union and communicating payment details for authorisation.

Societies wishing to purchase personalised clothing for members, we have worked with this supplier for multiple years.

Note that any additional orders will be rejected by the Students' Union.

Varsity



Varsity Aston University vs BCU

- A great event showcasing Aston's teams/athletes against BCU's.
- Collaboration and support among everyone is recommended.
- Societies and Clubs look to work together to support each other.













Varsity Aston University vs BCU

- The rule book has been written to ensure clarity for you before and during Varsity, of what is expected and acceptable.
- The rule book covers Athletes and Spectators.

Spectators/Athletes Rules

- Respect rights and experiences of others.
- Support teams positively and sportsmanlike.
- No disruptive or offensive behaviour.
- No throwing objects or physical altercations.
- No discriminatory or derogatory language/actions.







Team Selection

- All players must meet eligibility criteria set by BUCS or respective NGB.
- All players must have played in at least 2 league matches (BUCS or BCFA).
- All players must appear on 2 team sheets throughout the year, excluding BCFA.

Team Selection Process

- Team Captain/Coach will make the final, fair decision. The coach will have the overall final say if there are any disputes.







Team Captain Responsibilities:

- The captain of the team is responsible for leadership and point of contact for the whole team.
- The captain is responsible for the team being aware of all rules and regulations in place.

Social Media Rules

- Use social media responsibly and respectfully.
- Avoid offensive or derogatory content.

Societies-New Items





iZettle Terminals:

- We have purchased new all-in-one point of purchase terminals for societies to use.
- We still have all the iZettle readers for both clubs and societies to use as usual.
- These must all be booked out in advance, email your suitable Student Engagement Coordinator to do so, first come first served.

New Processes





Cables and Electrical Equipment:

- We have a new process to use all our cables, electrical equipment and consoles etc.
- Everything is being tracked in and out of the office. We will ask you to personally sign them in and out.
- They are all free to use, for authorised events and activities.
- Please bring them back as promptly as possible. Failure to do so may disrupt other using them, and sanctions may be applied.







- Held on the 19th September at the Woodcock Sports Centre.
- 10am 11am (Low sensory pre-booked session) No Music, Lights, Excessive Noise.
- 11am 4pm Welcome Fair for All
- 2 Halls for indoor stalls and the possibility of outdoor stalls
- No flyers or other printed marketing materials allowed, we have QR codes. SUSTAINABILITY







- Memberships to be purchased online only, no cash at all.
- Food
- Wet Weather
- Benches/Gazebo
- Electricity Access- First come first served.
- Help to put tables away after the fair.

Club and Societies Committee ASTON Data Declaration









- Finances at a Glance G63
- How to Have Fun: Running an Engaging Social Event MB227
- Level Up Your Social Media MB229
- Events, Events and Events: How to Plan a Successful Event MB406
- How to Generate Sponsors and Fund Raise Effectively MB408
- How Do I Develop My Community MB404
- Rights, Responsibilities and Values MB402
- Support Services at Aston: How to Tackle Mental Health and Wellbeing MB245
- Crowdfunding, How does this work at Aston **SU Building, Room 4**
- Keeping Campus Safe: Campus Safety **SU Building, Room 5**
- Active Campus with SportAston **SU Building, Room 3**





Lunch Time