**New Student Group Pack**

**Student Group Name:** Click here to enter text.

**Campus:** Click here to enter text.

**Author(s):** Click here to enter text.

**Submission Date:** Click here to enter text.

**Introduction**

Write here more about your group and why you want to set it up.

* What will it bring to the student population?
* How do you think it will provide great opportunities for students?

This is a narrative to help us understand about more about you and the group you wish to set up.

Click here to enter text.

**Group Details**

What will be the name of your group?

Click here to enter text.

What are the main aims you would use to describe what this group will do? *(Must be different from existing groups, and think about what your group wants to offer its members)*

1.
2.
3.
4.
5.

(add any additional aims as necessary)

If you had to pick three things you would like to achieve in your first year what would they be? *(These can be events, competitions, awards or other goals that would create a great experience for your members.)*

Click here to enter text.

What memberships and prices will you offer? *(Think about the value your group is giving its members and think about what costs are actually individual’s costs to cover. You can have a free membership too!!)*

Click here to enter text.

The committee will need to have a President, Secretary and Treasurer at the point of ratification who will hold these roles, you can see the Job descriptions in Appendix 1.

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Student Email  | Student Number |
| President | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Secretary | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Treasurer | Click here to enter text. | Click here to enter text. | Click here to enter text. |

You will be allowed to add roles to the committee as part of set up, what roles would you like to have and what will their job descriptions be? *(Please make sure you think about the work you want to achieve and be realistic with the amount of time you are expecting.)*

All committee members MUST be current UWTSD students. Maximum of 10 total.

Roles to consider:

* Social Media Secretary
* Events / Social Secretary
* Wellbeing Secretary

|  |  |
| --- | --- |
| Role | Purpose |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**Student Interest**

How do you plan to recruit students and grow your student membership? *(Think about fundraising, applying for grants, recruitment throughout the year, 'Give it a Go' events etc)*

Click here to enter text.

Please demonstrate students are interested in joining your proposed Student Group. *(Think about Facebook polls, coursemates interested, etc.)*

Click here to enter text / screenshots

**Complete the financial forecast using the excel spreadsheet template supplied.**

**Appendix 1.**

President/Captain

* Act as the main point of contact for UWTSDSU and queries from club/society members
* Be the figurehead and spokesperson of the club/society.
* Ensure smooth running of the society, taking ultimate responsibility for events, meetings, and communication.
* Take joint responsibility for funding applications in consultation with the Treasurer.
* Ensure maximum participation in the club/society by students through active promotion at Freshers’ fair each year.
* Arrange continuation of club/society from year to year, e.g., Co-ordinating handover during summer term if committee are graduating.
* Attend any meetings that involve the club/society, e.g., the Club/Societies AGM at the start of each academic year.

Treasurer

* Manage the club/society’s budget which must be through the UWTSDSU bank account only. No external accounts may be used for club or society business.
* Be responsible for paying in and taking out funds on behalf of the society from their UWTSDSU bank account.
* Keep records of income and expenditure, e.g., receipts, which MUST be returned with any claim back for money.
* Ensure that external agencies used by the society send correct invoices if they need to be paid.
* Ensure that any handling of cash is done in a trustworthy manner with full records kept.

Secretary

* Ensure communications between the club/society and the Students’ Union, keeping the SU informed of your events and activities so we can help you promote them on our website etc.
* Keep a contact list of members with names, email addresses, and telephone from information gathered from the sign up through the internet.
* Ensure everyone in the club/society recognises they have a common-sense duty of care towards one another.
* Keep minutes at any meetings.