

# Committee Training

## 2024-25

THE STUDENTS'  
UNION  
AT UWE

# MEET THE TEAM



**Kelly Howard**

Opportunities  
Manager



**Umar Abbasi**

Vice President  
Societies and  
Communicaiton



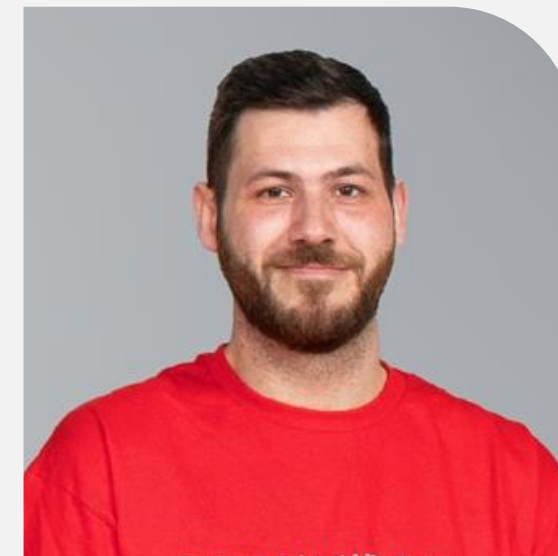
**Muhammad  
Habib**

Vice President Sports  
and Health



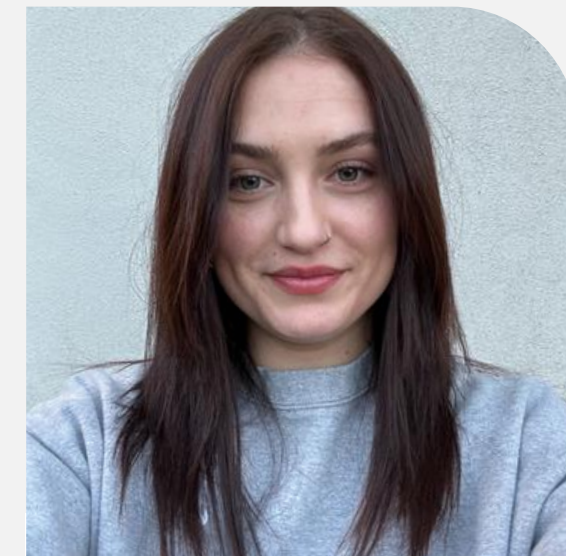
**Alice  
Willumsen**

Club Development  
Manager



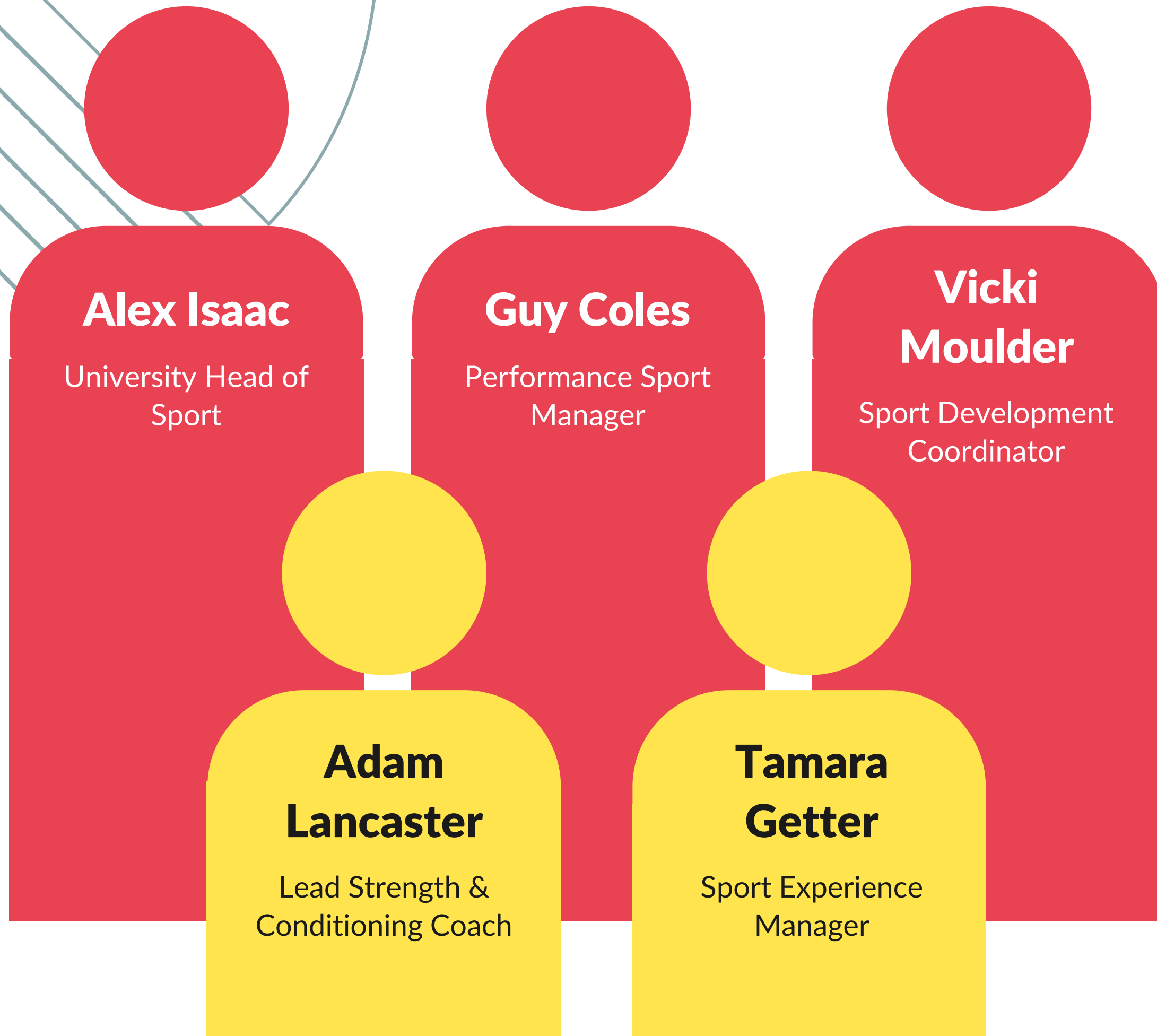
**Ryan  
Sampson**

Club Coordinator



**Magdalena  
Mohorkova**

Societies  
Development  
Coordinator



# THE CENTRE FOR SPORT TEAM

The CFS team is separate to the Students' Union, however We do work in partnership with each other!



# WHAT IS THE STUDENTS' UNION?



# WHAT IS THE STUDENTS' UNION?

THE STUDENTS'  
UNION  
AT UWE



The Students' Union is a charity, a non-profit organisation.

Run by students, for students.

We are governed by a board of trustees.

We are a separate entity to the University, but work in partnership with them.

We work to voice your opinions and improve your University experience.

# THE PRESIDENTS 2024-25



**VP Sports &  
Health**

Muhammad Habib

**VP Societies**

Umar Abbasi

**President**

Kolawole Samuel  
Olure

**VP Community  
& Welfare**

Lubyna Gardenezi

**VP Education**

Sabiha Khan



# WHAT MAKES UP THE STUDENTS' UNION?

## ADVICE

ACADEMIC  
FINANCIAL  
ACCOMODATION  
PERSONAL- SAFETY  
JOB SHOP

## OPPORTUNITIES

SPORTS CLUBS  
SOCIETIES  
BUCS  
AWARDS CEREMONIES  
FIRST AID  
MiDAS  
MHIS TRAINING  
TRIPS

## COMMUNITY

HALLSLIFE  
GREEN TEAM  
GREENER FUTURES  
RAG  
VOLUNTEERING  
CAMPAIGNS

## REPRESENTATION

ELECTIONS  
PRESIDENT  
PTO  
STUDENT REPS  
STUDENT IDEAS  
STUDENT-EXPERIENCE  
AWARDS

## COMMERCIAL

SU SHOP  
UNION 2  
EVENTS  
NURSERY



# OPPORTUNITIES

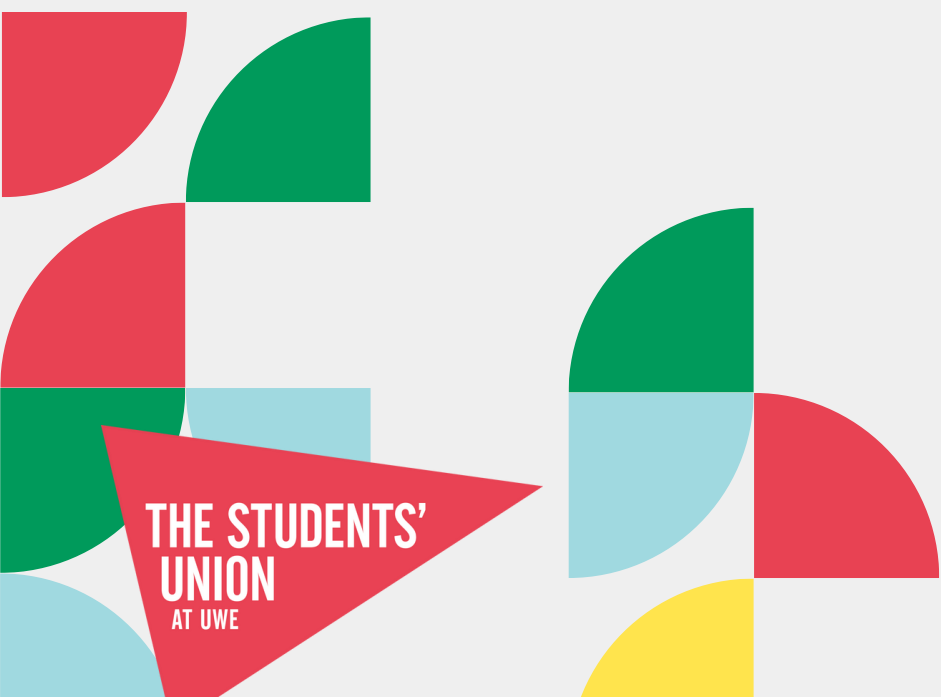
**SPORTS CLUBS**  
**BUCS**  
**TEAMS & INDIVIDUAL**

**SOCIETIES**  
**ACADEMIC**  
**SPECIAL INTEREST**  
**NATIONAL, FAITH & IDENTITY**





# INTRODUCTION TO YOUR SOCIETY/CLUB AND COMMITTEE



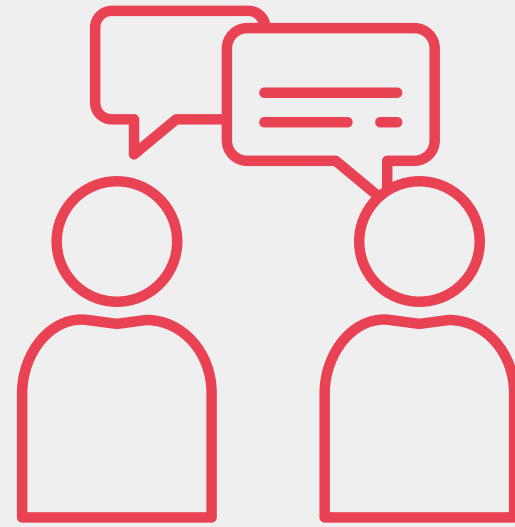
# WHERE TO START



**Get to know  
each other!**



**Get booked  
onto training!**



**Regular  
communication is  
key! Create a  
plan for your  
committee  
meetings.**



**Understand and  
fulfil your role!  
Do not rely on 1  
person to do  
everything!  
Don't be afraid to  
ask for help!**



**Set aims and  
targets!  
Prioritise these;  
what will be most  
beneficial to the  
club/members?**



# YOUR ROLES

These positions are recognised on your Higher Education Achievement Report (HEAR)

## PRESIDENT

The president of a sports club is the leader, who oversees all the activities within the sports club.

## VICE PRESIDENT

This position is the backbone of the organisation of any sports club and ensures that things run smoothly. You are everyone's right hand-person!

## TREASURER

Being a treasurer isn't just about handling money; it means knowing how your finances stand at any one time and planning accordingly.

## PARTICIPATION & EQUALITY OFFICER

This is a role of great importance; a role that is a direct contact for students who might find it more difficult to sign up and get stuck in

## EVENTS & FUNDRAISING OFFICER

This role is to organise, assist and attend all events/fundraising events for the club

## MEDIA & PUBLICITY OFFICER

This role is to help promote the sports club and communicate information to the club and to the wider student population

## EQUIPMENT & SAFETY OFFICER

The role that does what is says on the tin & vital to ALL sport clubs. You must get First Aid Trained in the new term and register your committee for training as well.

## SUSTAINABILITY OFFICER

To take charge of the Greener Futures initiative (there is a sports award for this)!

These positions are recognised on your Higher Education Achievement Report (HEAR)

## FOR YOUR COMMITTEE POSITION TO APPEAR ON YOUR HEAR REPORT, THE FOLLOWING CRITERIA MUST BE MET:

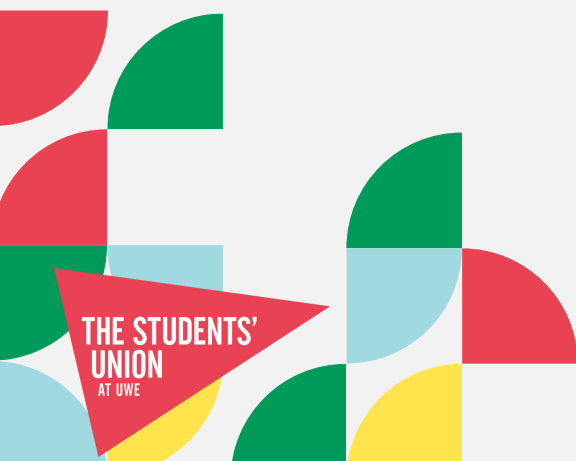
Be a verified\* committee member for at least 2 semesters.

Complete/attend committee training & development meetings.

Attend a minimum of 2 sport/society conferences.

Paid sports club/society membership & sports/societies fee.

*\*To be a verified committee member, the committee role must be recognised by the Students' and must be voted in through the Students' Union online election tool.*



# CAN COMMITTEE MEMBERS BE ADDED OR REMOVED?

If you have a committee position that has not been filled, we can open an election for members to nominate themselves into the position. All committee members must be elected through an online election set up a Students' Union staff member.

If a committee member would like to step down from their role by their own free will, they can! They will just need to email the opportunities team to let us know.

If a society/club do not feel that a committee member is fulfilling their role, the society/club can hold an EGM to vote on the removal of that committee member. The committee alone cannot remove someone from the committee.

The Students' Union at UWE (staff) can also remove committee members, following a formal investigation (if deemed necessary), or if failure to compete mandatory requirements (e.g. training).





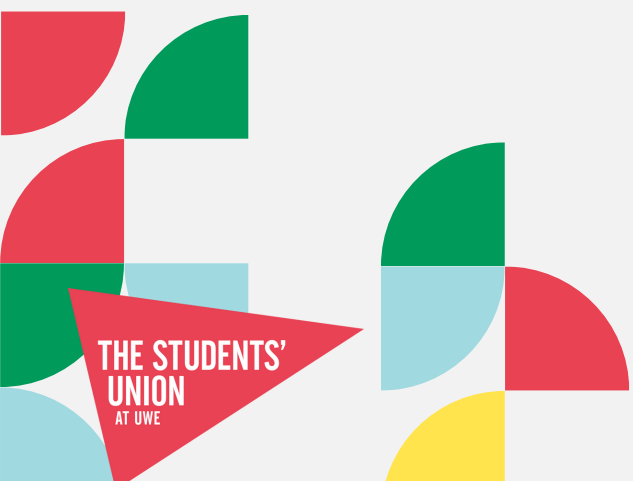
# COMMITTEE CHECKLIST



# OVER THE SUMMER YOU WILL NEED TO COMPLETE THE FOLLOWING

- ✓ HANDOVER DOCUMENT?
- ✓ BUDGET FORM?
- ✓ CLUB/SOCIETY RISK ASSESSMENT?
- ✓ FRESHERS FAIR APPLICATION?
- ✓ INVENTORY FORM?
- ✓ CONSTITUTION?
- ✓ DEVELOPMENT FORM?

*Please note: we will let you know the deadlines of each of these forms, and when they need to be completed by.*



# YOU WILL ALSO NEED TO COMPLETE...

- ✓ TRAINING HANDBOOK?
- ✓ MENTAL HEALTH IN SPORT WORKSHOP
- ✓ ALCOHOL AWARENESS WORKSHOP
- ✓ FIRST AID TRAINING
- ✓ MIDAS TRAINING

