



COMMITTEE TRAINING GUIDE

your guide to a successful committee

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WELCOME FROM THE SOCIETIES TEAM

Welcome to the Committee Training Guide for 25/26. This is designed as a supplement to the training provided in teaching weeks 2 & 3.

This guide aims to cover all the basics of the essential roles of every committee, answer some frequently asked questions, and provide some extra context and examples of things you might potentially encounter.

If, after reading through this booklet, you have any questions, please don't hesitate to get in touch with the Societies Officer, who can help further:
societies@dusa.co.uk.

WHAT'S EXPECTED FROM YOU

As committee members, we expect you to act in your society's best interests. This includes:

- Maintaining clear communication with DUSA. We will primarily use emails to communicate with you, so please ensure all committee members have access to the society email. If someone new requires access, make the Societies Officer aware so this can be arranged.
- Keep up with DUSA online. This includes staying up to date with the [Societies page](#), our [social media](#), and maintaining your myDUSA page.
- Work collaboratively with us! We are here to help you, so please engage with us so we know how best to make your lives as committee members as easy as possible. Although being a committee member comes with its challenges, this should be a fun experience, not a really stressful one!

And, it goes without saying, but you are expected to abide by DUSA rules at all times, including our Zero-Tolerance Policy and all [DUSA Bye Laws](#). It is worth familiarising yourselves with Bye Law 5, which pertains to all things societies.

PRESIDENTS AND VICE PRESIDENTS

Your responsibilities in your society are varied, but ultimately boil down to one word: leadership.

You are expected to:

- Lead your society, act as a people manager for your committee, and lead on decisions about direction and strategy
- Support your fellow committee members in carrying out their roles
- Act as the main spokesperson and representative for your society
- Work closely with the DUSA Societies Team

For Vice Presidents, you are expected to take on any President duties, for a short period of time, in the President's absence.

Key Tasks

Chairing Meetings

You are expected to lead all society and committee-wide meetings. This includes setting and circulating agendas, ensuring the meetings stay on track, and ensuring everyone's voice is heard and listened to throughout meetings.

Conflict Management

Conflict is a natural part of teamwork, but mediating conflicts responsibly and respectfully is a crucial part of your role. Remain unbiased while addressing disagreements.

If you are ever unsure or feel out of your depth, please contact the Societies Officer for support.

Delegation of Tasks

Ensure that tasks are shared fairly among all your committee members, and ensure your committee takes ownership of their tasks and responsibilities.

You should trust them to be able to complete their work to a good standard, but do also check in regularly to ensure everything is progressing as it should - and help out where needed!

Representation

You are trusted to be the lead representative for your society, keeping in touch with us at DUSA, the University as needed, and any external organisations you might be involved with.

Vision and Direction

You should lead the discussion on setting your society's vision, direction, and overall aims for the year. This is important to think about: what do you want to achieve during your time in this role?

Equally important to this is ensuring you celebrate your successes, and you keep things active and fun. Enjoyment and an overall positive experience should be your top aim at all times!

AGMS, Bye Laws and Constitutions

As leaders, it is very important that you know and follow the formal rules relating to societies.

AGMS and EGMS

Annual General Meetings (AGMs) and Emergency General Meetings (EGMs) are formal meetings where your members can vote on society matters.

Your society must hold a minimum of one AGM per year, where the committee is elected. This should be held by the end of June.

EGMs are other meetings of a similar nature, held as needed throughout the year. This might be because a committee member has stepped down, you are electing for a new position, or you want to make changes to your constitution.

Every AGM/EGM must have a minimum of 10% of your society membership in attendance to be quorate. The only exception to this is for societies with a membership of over 300 - get in touch with the Societies Officer if your society falls into this category.

Bye Laws and Constitutions

Your own society constitution should be your first port of call when unsure about anything.

All constitutions abide by the [DUSA Bye Laws](#), which should be your second port of call.

Any further unanswered questions should be directed to the Societies Officer.

SECRETARIES AND SOCIAL SECRETARIES

Your key responsibilities relate to society admin - for Social Secretaries, this includes social media.

Secretaries are expected to:

- Take and circulate minutes of all meetings
- Keep members updated through emails
- Monitor/manage society email inbox

Social Secretaries are expected to:

- Lead on organisation of social events
- Keep members updated through social media
- Monitor/manage society social inboxes/DMs

Key Tasks - Secretaries

Minute Taking

You should minute all society meetings, including all committee meetings. Minuting means noting down what has been discussed and agreed.

You can ask anyone speaking to pause, or to clarify, to ensure your minutes are accurate. It is good practice to share minutes with the committee for approval before circulating more widely.

Room Bookings

Aim to book any needed spaces as far in advance as possible. For University spaces, use [Room Booker](#). For DUSA spaces, email thehive@dusa.co.uk.

Mass Emails

You can use the 'Messaging' function on myDUSA to send emails to all members.

AGMs and EGMs

Secretaries are responsible for calling and giving notice of any AGMs and EGMs. The required notice is 7 days for an EGM and 14 for an AGM. Please email the Societies Officer as a courtesy, as well as all members. It is the Secretary's responsibility to count and verify all votes at AGMs/EGMs. Voting is now usually done through online forms.

Key Tasks - Social Secretaries

DM Monitoring

Make a habit of regularly checking your society account DMs, especially if you have notifications for these turned off if the account is on your phone.

DMs should still be confidential, however if there is a serious matter that you think may need to be discussed more formally, direct the person to email.

Advertising and Socials

Aim to advertise your socials as far in advance as you can, with a suggested minimum of one week. You should advertise considerably longer for larger scale events such as Society Balls or Dinners.

If you're sponsored by a club, pub, or other business make sure that you check the terms of your contract with them - some of them specify if/how much you should advertise them.

Keeping a brand or colour scheme is useful for recognisability while your members are scrolling through hundreds of posts! Engagement is also shown to be stronger on pictures opposed to text-only posts.

TREASURERS

Your key responsibility is the management of all society funds, including through DUSA banking, any society money in external accounts, and any cash.

You are expected to:

- Track all society incomings and outgoings
- Submit Banking Forms to DUSA to move any money in your DUSA bank account
- Organise funding for events, including any charity fundraising

Key Tasks

Treasurer Spreadsheet

You should keep track of every transaction relating to your society, whether this is DUSA banking, external banking, or cash.

There is not a one-size fits all way to do this, simply because each society manages different amounts of money, from different sources, and each Treasurer does their spreadsheet slightly differently.

At minimum, the following columns are advised to help you keep track of things:

- Date
- Amount in
- Received from
- Amount out
- Sent to
- Reason for transaction/reference

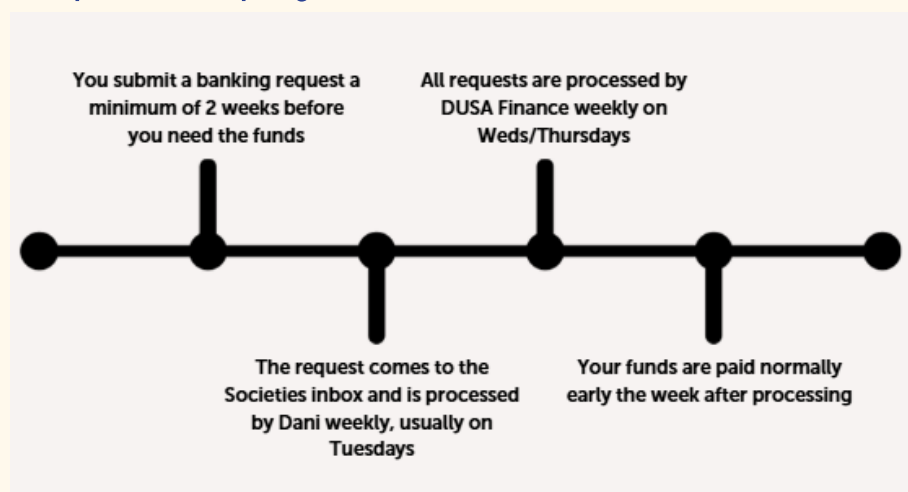
You can view membership payments on myDUSA for your records.

Banking Forms

Banking Forms are used when you want to use the money in your DUSA banking account to pay for something. This can either be sent to a company directly, or withdrawn to your account to pay from there.

Banking Forms are accessed from [this page](#), under the Society Forms heading. Please ensure you fill in all sections, and please submit a receipt/invoice wherever possible.

Any form submitted before Tuesday at midday will be processed the same week. Any after will be processed the following week. The Societies Team cannot expedite payments.



Bank Statements

Bank statements are useful for cross referencing that the amount in your DUSA banking account matches your own records. These can be requested at any time by emailing the Societies Officer and are sent out within a week.

If your request for a bank statement is urgent, please indicate this in your email - these can be expedited if needed.

WELFARE OFFICERS

Your key responsibility is the wellbeing of your members within your society.

You are expected to:

- Be a trusted and impartial person when dealing with any members' concerns
- Signpost members to other useful resources
- Maintain confidentiality

What is confidentiality?

Confidentiality means keeping things private. So, if a member comes to you with a problem they're facing in your society, you shouldn't tell anyone else without the express permission of the member involved. Keeping confidentiality means that your members will trust you and feel safe coming to you with any issues.

Confidentiality should only be broken for a few specific reasons:

- If the member requests you do so
- If someone is in danger, for example if they threaten to hurt themselves or others, or are at risk of assault or abuse
- If you feel there is a Safeguarding concern - see the University's [Safeguarding Protocol](#)

If you are unsure whether action should be taken, contact the Societies Officer for advice. The Societies Officer will also keep confidentiality unless for the above reasons.

Setting boundaries

As Welfare Officer, you are not expected to be a 24/7 support service. Here are some tips for setting boundaries with your members:

- Set specific times when you will be checking DMs or emails, or set up a drop-in.
- Make your communication preferences known - some people might prefer a message on social media, or some might prefer a text, or some might prefer an email. Think about what is best for you and your members.
- Enforce that your role is for society matters only and not for your members' personal problems outwith the society - you're not a therapist!
- Keep handy a list of useful resources for signposting members facing issues that you are not trained to deal with, or are uncomfortable with.

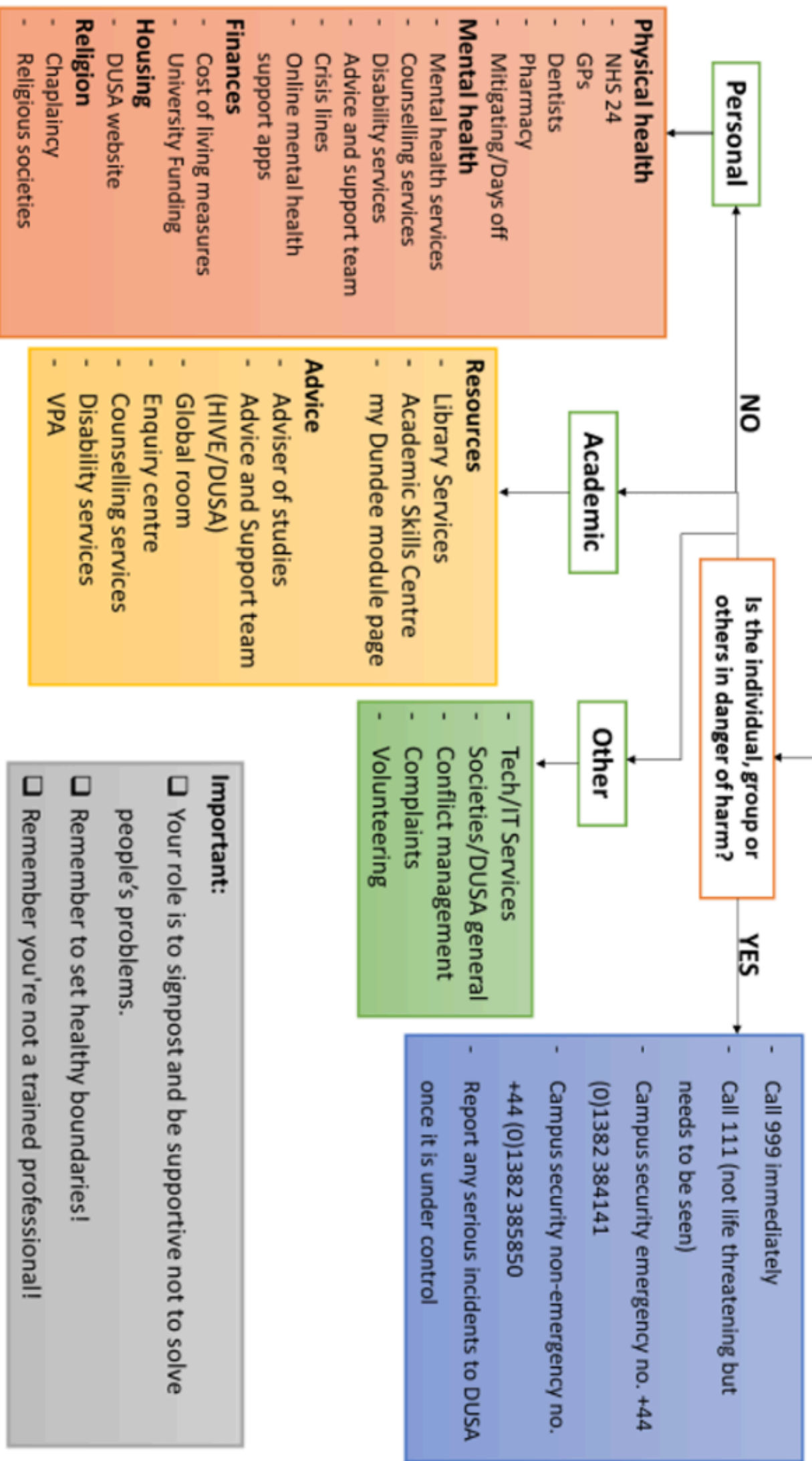
Signposting

Signposting means directing people towards teams or resources that might be more appropriate to deal with their concerns or problems.

In terms of your role, this will mostly include the VPSA and Societies Officer, DUSA Advice and Support Team, the University's Student Services e.g. counselling, or Campus Security for any imminent concerns for safety.

On the next page is a handy flowchart to help with finding the best service(s) to signpost to!

Start here: Welfare Help Flowchart



OTHER ROLES

While these are the core roles that societies should have, there are many societies who have other roles in their committees dependent on need. These can often include:

- Academic Officer (for academic societies)
- Events Officer (for organising socials)
- Fundraising Officer (for raising money)
- General Member (general committee support)

...but there are many others too!

There is no limit to the amount of members a committee can have, or what additional roles can be included. If you have a role not covered here, and would like some advice, read through your Society Constitution or discuss with your President.

FREQUENTLY ASKED QUESTIONS

What happened to Society Funding Panels?

Unfortunately, due to drastic cuts to DUSA's funding from the University, Society Funding Panels are on hold indefinitely. We encourage you to explore your own fundraising at this time, through ticketed events or potential external partnerships.

As the committee, can we remove a member from our society?

We aim to give societies as much autonomy over this as possible. In short, yes, but this should only be done for good reason, and this must be clearly and transparently communicated to the member in question. It is recommended to consult with the Societies Officer prior to doing this. Be aware that a removed member has the right to appeal this with the Societies Officer.

As the committee, can we remove a member from our committee through a vote?

No. As all committee members are elected, there is a formal process that must be followed concerning potential removal of committee members for any reason other than them choosing to leave. Get in touch with the Societies Officer to discuss if you are having inter-committee problems.

When is the next Bake Sale/Fire Warden Training?

We are aiming to run these twice per semester, once at the beginning and once midway through. Dates will be communicated through emails and social media.

How do I get access to myDUSA/society email?

Contact the Societies Officer with the names, student IDs, and emails of people needing access and these will be added.

What happens if a committee member steps down mid-year?

If the role is a compulsory one (President, VP, Treasurer, Secretary, Welfare Officer), it must be re-elected at an EGM. If it is any other role, it is up to you if you want to re-elect mid-year.

Can DUSA promote our events/posts?

Yes! Tag us @dusa.societies on Instagram and we'll repost. All events posted on myDUSA are automatically synced to the main DUSA website.

How do I open a DUSA banking account?

Get in touch with the Societies Officer who will be able to organise this for you.

How do we change our constitution?

You can change this at any time - send your new constitution to the Societies Officer for approval. Remember for this to come into effect, it must be voted in for approval at an EGM/AGM.

How long should I wait for a reply to my email?

The societies inbox rarely gets less than 50 emails per day (often many more!), so please be patient! If it's been 3 business days and you've not had a reply, feel free to send a follow up. Usual working hours are Mon-Fri, 9-5. If the Societies Officer has planned annual leave, you will be notified ahead of time.

FURTHER TRAINING

Throughout the year, the Societies Officer will be working on additional training resources for societies. The following topics are currently planned and their release will be announced through email and social media:

- Events organisation
- Social media
- Conflict management
- Gender-based violence awareness
- Committee teamworking
- Confidence, hosting, and public speaking
- Balancing student leadership and studies

If there are any topics you think would be particularly useful, or that you'd like to see, please get in touch!

SUPPORT FOR YOU / KEY CONTACTS

We know that leadership can be difficult sometimes, so please know that we are always here to support you in any way we can.

Society administrative support

Societies Officer: societies@dusa.co.uk

VPSA: vpsa@dusa.co.uk

Problems with myDUSA: msl@dusa.co.uk

Also consult the [myDUSA Guide](#)

Concerns with wellbeing, stress, emotions

Advice and Support: advice@dusa.co.uk

Counselling: counselling@dusa.co.uk

Your GP, or NHS 24 (111) out of hours.

Campus Security - save these numbers!

01382 384141 (emergency)

01382 385850 (non-emergency)

In a life-threatening emergency, dial 999.

Please ensure you inform societies@dusa.co.uk of any emergencies once the immediate danger has been handled.

Not sure?

As a 'golden rule,' if there's ever anything you're not sure about, and you're not sure who to email, get in touch with the Societies Officer.