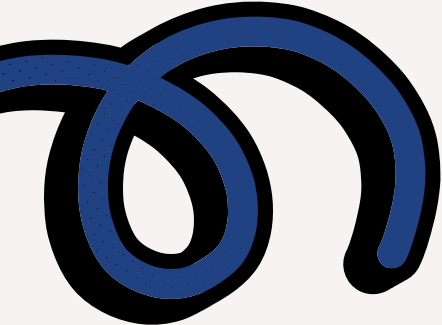


Society Training

President & Vice President





What We'll Cover Today

Your Responsibilities

- Leadership
 - Chairing meetings
 - AGMs
 - Constitution
 - Reaffiliation
 - Society Council
- 

Q&A

Any lingering qs

Opportunity to give feedback!





What is a President/Vice President?

01

Leader[s] of a society, deciding on the direction and strategy for the year

02

Supports the other members of the committee in their roles

03

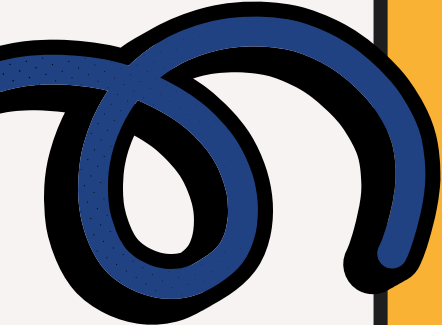
The main spokesperson, contact, and representative for the society

04

Works closely with DUSA (VPSA and Societies Officer)



What's Expected from You



Clear Communication

Please check your emails regularly! We will use emails to communicate with you so we *need* you to keep on top of them to make sure you don't miss anything!

Leading Your Team

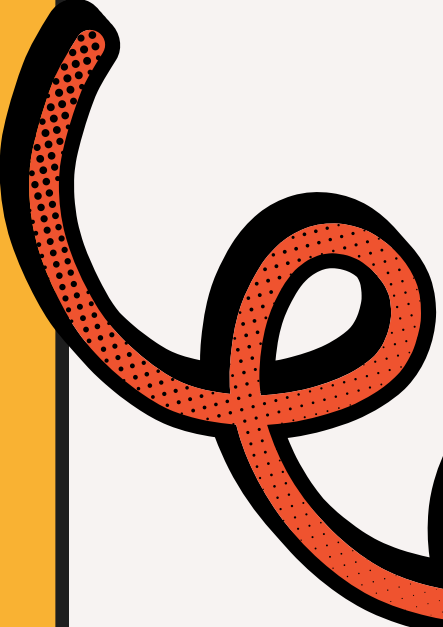
Help your team stay on top of deadlines, submissions, forms, and take the lead in meetings and matters like events, comms, and reaffiliation.

Keep Up With myDUSA

Please make sure everyone in your society knows how to use myDUSA if they need to, and ensure all of your committee members' details are on there so members can contact them.

Collaborative Working

We are here to help you! Please engage with us and reach out for anything you might need. We're here to make the whole society process as easy and stress-free and FUN as possible!





Leadership & its Responsibilities



Chairing Meetings

Set clear agendas

Ensuring everyone is heard

Keep things on track

Conflict Management

Address disagreements respectfully

Mediate when needed

Keep in contact with VPSA/Soc Officer for support

Delegation

Share tasks fairly and ensure all committee members take ownership of their responsibilities

Trust your committee to complete their tasks to a good standard

Check in regularly to ensure everyone's work is where it should be, and help where needed



Leadership & its Responsibilities



Representation

Act as a key contact and spokesperson

Keep in touch with DUSA

You should be 'the face' of your society

Overall Management

Be involved in everything - always know what's going on

Stay on top of deadlines

Be aware of society finances

Vision

Set your society's direction for the year

Celebrate your successes

Keep things active and fun!



AGMs & the Constitution



AGMs/EGMs

Need 10% of members in attendance

Can vote on society changes such as committee elections

Minimum of one per year (an AGM)

Constitution

YOUR society's rules

Should always be your first point of call when unsure about something

Can be altered as necessary but must be approved at AGM or EGM

Bye Laws

Available to read in full online

Rules that all societies must abide by

Your second call when unsure about something!

Q&A & Feedback

No silly questions -
someone else is probably
wondering the same thing :)

Feedback form ->

