

Treasurer Training

Monday 6 June (11:00-12:30)

Audience: *Treasurers*

This session will provide all treasurers a detailed understanding of their responsibilities and the processes involved with student group finances. This includes how the different accounts work, how you can spend money using expense claims, invoices and purchase requests, and how money can be paid into your group account. This session will also go over how you can apply for funding from the Students' Union, explain how to create a budget sheet and set your membership prices.

Introduction to Leadership

Monday 6 June (14:00-15:30)

Audience: *Presidents*

This session will introduce new committee members to their role in student groups and within the Students' Union. It will also outline what leadership means in a student group and how you can develop this within your role.

Running Your Society or Media Outlet

Tuesday 7 June (11:00-12:30)

Audience: *Society Presidents, Secretaries*

This session will cover the key information to be able to operate in term one. This includes the processes involved in putting in events, and an overview of what space is available to use and how you can access it throughout the term. We will also discuss other admin tasks that will be useful to know and what to expect in Freshers' Festival.

Running Your Sports Club

Tuesday 7 June (14:00-15:30)

Audience: *Club Presidents, Captains*

This session will outline what term one might look like for your sports club, giving you a timeline of all the key dates over the next few months and outlining some key processes you will need to know for the summer. We will also discuss any admin tasks which will be useful for you including event proposal forms, coaching forms, and kit orders.

Community, Culture & Conduct

Wednesday 8 June (11:00-12:30)

Audience: *Presidents, Social Secretaries, Wellbeing Secretaries*

This session looks at how we can work together to ensure student groups foster a positive and safe environment on campus and how to challenge negative behaviour and conduct issues within your student group. We'll equip you with the knowledge of what to do when things go wrong, and to raise awareness of what is expected for a positive campus culture from topics such as boundaries and communication to consent culture and welcome drinks, as well as understanding the role of an active bystander.

Inclusivity & Diversity

Wednesday 8 June (14:00-15:30)

Audience: *Presidents, Wellbeing Secretaries, Inclusivity Roles*

This session will cover ways that you can make your group accessible to all and how you can support and empower members from diverse backgrounds to get involved with your activities.

Mental Health Awareness

Thursday 9 June (11:00-12:30)

Audience: *Wellbeing Secretaries*

This session aims to reduce stigma around mental health and empower students to be able to create open discussions and a more inclusive environment for people to be able to talk about their own mental health experiences. We'll talk about how prevalent mental health is in universities, symptoms you may spot in your student group and some useful skills and signposting resources.

Events & Fundraising

Thursday 9 June (14:00-15:30)

Audience: *Event and Charity roles*

This session will cover top tips for your event planning and all the information needed for a successful event. We'll also go over the basics of charity law and fundraising regulations, so you know all the dos and don'ts of fundraising. We'll also cover ideas for events and fundraising to help get you started with your planning.

Committee Café

Friday 10 June (15:00-16:30), Medicine

Audience: *All committee members*

At the end of the week, we're running a drop-in session at Medicine – an open space to talk and collaborate with your peers. This is a great opportunity to meet committee members from other student groups, discuss any ideas, seek support, and network. Staff from the Student Opportunities will also be present to answer any questions you may have!