



# Committee Handbook

Last Updated 29th April 2024

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# Welcome to Committee!



## **Congratulations on being elected into your new position!**

We look forward to seeing how you develop within your student group and the successes in the coming year.

There's quite a lot to do and know, so we have created this handbook to help simplify the process and give you a quick and easy document to refer back to throughout your time on committee.

We recognise that committees work differently depending on their activities and processes so this is a basic guide with some more specific information for particular types of societies.

If there is anything you believe isn't covered in this handbook or you need more information please get in touch with the activities and volunteering team via email: [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk)

Or refer back to the SU website and your training where specific topics are covered in more detail.

**The handbook will be updated termly, so keep an eye out for an email with an updated version at the start of each term!**



# Managing Expectations



## Our expectations of you:

- That you are knowledgeable of your specific area of activity as well as the information in your training
- A passion and dedication to understand your groups activities, aims and needs
- That you actively provide opportunity for you and your group to develop and showcase
- Swiftly respond to emails and other communications
- You act professionally and without prejudice/biased.

## What you should expect from us:

- That we provide opportunities for your group to undertake within the university and wider community.
- To provide experiences, knowledge and tools that support student leaders and are transferable coming out of your role.
- To celebrate and promote your successes.
- To ensure all members and committee are supported physically and mentally, monitoring the student groups activities to ensure a safe environment is maintained (and action is taken where it isn't).
- Responses to emails and communications within 3-5 working days.
- That we maintain democratic practices as well as facilitate democratic voices.

If you feel we are not fulfilling our responsibilities or meeting your expectations please fill out this [feedback form](#) or contact us.



**KRIS**

Deputy Student Opportunities Manager



**Amelia**

Volunteering Hub Coordinator



**MEGAN**

Student Opportunities Manager



**AARON**

Activities Development Coordinator



**Mary-Ann**

Student Activities Coordinator





# Common Problems and FAQ's



## **Q: How do I book a stall/room for a student group event?**

A: For any booking requests you will need to go through the [room booking notification form](#) on the website. We would need a minimum of 2 weeks notice for any standard bookings, 4 weeks if there are external speakers involved and 6 weeks for the O2 Academy. More information [here](#).

## **Q: How can I book the card machine reader?**

A: You will need to specify that you would like to book the card reader when completing your event notification form. Once the form is done you will also need to email us a contactable mobile number and we can let you know if it is available. This is the same process for booking the hot water urn.

## **Q: How do we add a new committee member or add a new committee position?**

A: All committee members must be elected into their role. To add another member the process varies depending on the time of year. We hold by-elections at the start of term 1 where you can fill empty positions or add new positions for people to elect into.

## **Q: How can my student group apply for grant funding?**

A: The process of applying requires an application to be filled out. All student groups must read through the guidelines before submitting an application. The application can be found [here](#) or via the SU website. Please note that the process does have deadlines to be aware of.

## **Q: How can I book AV equipment for my event?**

A: As a student group you can book out equipment for an event such as speakers, microphones, display boards or screens plus more! To do so you will need to email: [bookav@le.ac.uk](mailto:bookav@le.ac.uk) or put in a [general request here](#).







# Training



## First things first - Training!

**Your society cannot run without all committee members completing their training.**

There are 5 compulsory modules:

- Your Time on Committee
- Running Student Group Events
- Student Group Financial Management
- Inclusion for Student Groups
- Wellbeing for Student Groups

And 3 non-compulsory modules:

- Understanding the Union Website
- Marketing for Student Groups
- Student Group Handover and Affiliation

The non-compulsory training is relevant to some roles more than others, please check your role description for more on this. Once all modules have been read through, you will need to complete the quiz to confirm you have finished your training.

## “Why should I do the training?”

Training is crucial because it ensures that your student group is running properly and safely. It makes sure all of your committee are on the same page and that less mistakes and misconducts can be made.

It also keeps your society affiliated and gives you the opportunity to get involved with events such as Freshers Fair and GIAG schemes.

REMEMBER - Even if you did the training last year, you must complete it each year you are on committee especially if you change role!



## Instagram

iofleicester

Percy Gee Building – University of Leicester



es

ster I grew a mo\* to save a bro! 🍷  
something equally brilliant. 🙌  
OfChange #November





# Contact with the SU



## Development Meetings

We want to encourage all groups to check in with the SU across the year to catch up with how the society is going and what we can do to help!

Each society outside of Team Leicester groups have a designated activities and volunteering team member who you can go to for any support. They will get in contact with you to arrange termly meetings with your committee.

It is optional but encouraged especially for new societies and committee members who may need more support with getting to know how we do things.

## Distribution Email

All affiliated Student Groups receive have a distribution email. This is not an email you can log into but instead forwards any emails to all committee member's student email. If you'd like to send an email from your distribution email you can do so through your Students' Union website page. Find out more on how to do this in our 'Understanding the Union Website' training module which can be found [here](#).

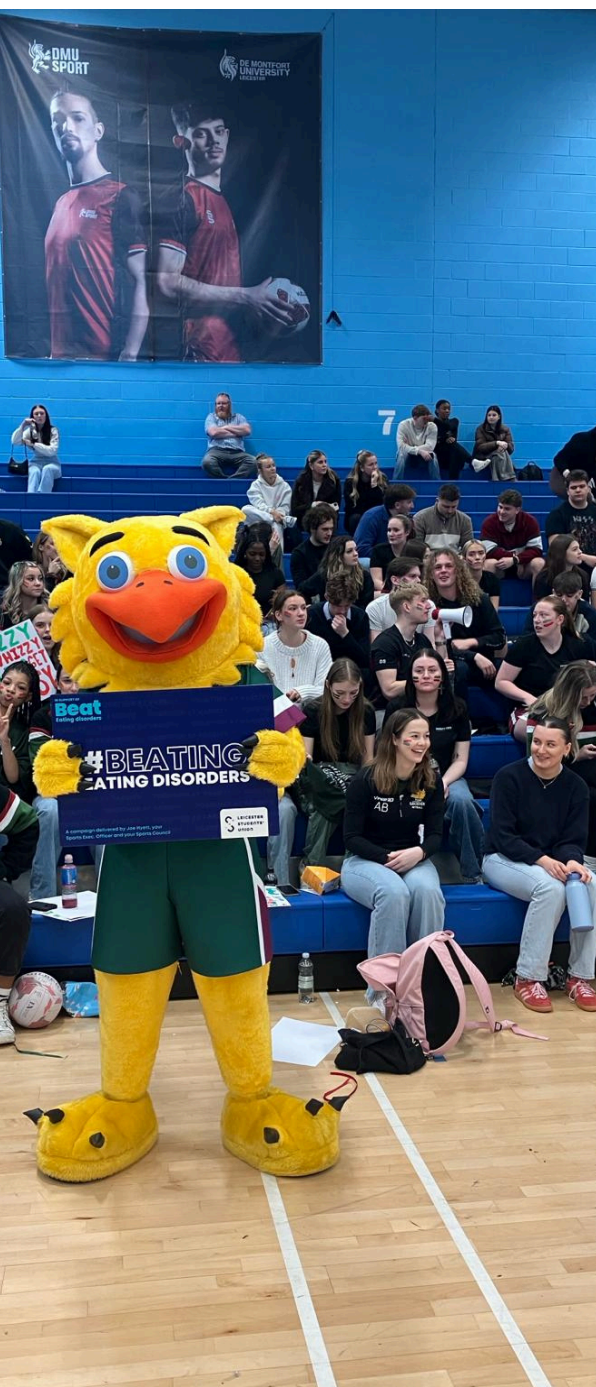
## Committee Updates

The best way to get your committee updates, information, opt into opportunities and stay up to date!

Bi-weekly we release a committee newsletter so that we can let all committees know any updates we have as well as advertise whats going on across the university that your student group can get involved with.

Most of the time any questions you might have for us, is answered in the newsletter, so keep an eye out!

It is also a chance for you to advertise any events you are hosting and any committee positions you need filling.





# General How To's







## Room Bookings & Event Notification



**A crucial part of running a society is hosting events, meet ups and general activities. In order to do this you will need to complete compulsory event notification forms and room booking requests.**

### **Here's the important information and links to do so:**

- All bookings come with a notice period: 2 weeks for standard bookings, 4 weeks for bookings with external visitors/speakers and 6 weeks for O2 Academy bookings.
- For recurring bookings .eg. weekly meetings, there is deadlines for each term that you will need to keep an eye out for in order to secure your bookings.
- All bookings are done on a first come, first serve basis. The activities and volunteering department reserve the right to reject any room bookings we deem unsuitable or not feasible.
- Even events that are taking place outside of campus require a notification form.

### **Helpful Links:**

- [Event Notification Form](#) (if you have under 18's present at an event, please read through this policy)
- [External Visitor Form](#)
- [Booking Transport](#)
- [Booking Terms and Conditions](#) (please read before booking any events)
- [Booking AV equipment](#) (eg. microphones, speakers, screens)





## Booking the O2 Academy

**Booking the O2 Academy for large events requires different processes to normal bookings due to it being an external partnership.**

### **Here's what we expect from you:**

- All O2 bookings must come with at least 6 WEEKS NOTICE.
- Booking the O2 has no venue charge but can come with charges for hiring technicians, use of the bar or security. Details will be discussed in the planning process.
- Once your student group puts in a request, you are required to attend a meeting with one of the activities team members to go over specific details, how the event will run and to finalise a price.
- If any decorations are being purchased you must ensure that they are non-flammable and sustainable/biodegradable.
- Any external catering must abide by our food provision policy and be declared.

### **What you should expect:**

- Expect that you will need to arrive early to set up and communicate with the technicians as well as help out in setting down and cleaning up afterwards.
- If you are using the stage during the event please bare in mind that there is a capacity of 20, which decreases depending on if you are also including your own instruments/equipment.
- That any electronics or instruments you are bringing must be PAT tested and approved by the O2 team.
- All O2 events must be ticketed. You can also do tickets on the door.





### **What you will need:**

- All committee members as well as society members should ensure they have the SafeZone app downloaded. This will be your direct contact to security and first aid support during your event.
- A running order/itinerary will help make sure everybody involved on the night is on the same page, knows where to be and when, as well as support the SU team members who are attending.
- A budget! Ensure you put aside a section of your club pot to the event, you will need to sort out a budget with your treasurer for paying for the venue, the bar or/and technicians where relevant as well as decorations and/or catering.
- To advertise and use marketing as soon as possible to increase awareness of the event. If you need support from the SU to advertise it please get in touch and tag us in your posts. Please be informed that all student events taking place in O2 Academy will no longer be able to advertise it mentioning the “O2 Academy” on any promotional materials, except on the ticket website. Please be advised to use “Percy Gee Building” instead when creating promotional material.

### **Quick tip for securing a date!**

If you are worried about not getting the date you would prefer due to the O2's demand, you could check out their website where you can see what days the O2 is hosting events (not including student group events) to ensure there's no clashes! O2 has priority on bookings so you may have to have other dates in mind in case your preferred one isn't available. [Link here to the website.](#)





## Completing Documents and Paperwork

**In order to reaffiliate/set up a society, there are a couple documents to complete. They are:**

- **Handover**
- **Constitution (to be updated)**
- **Master Risk Assessment - General**
- **Master Risk Assessment - Team Leicester, Sports and Performance**

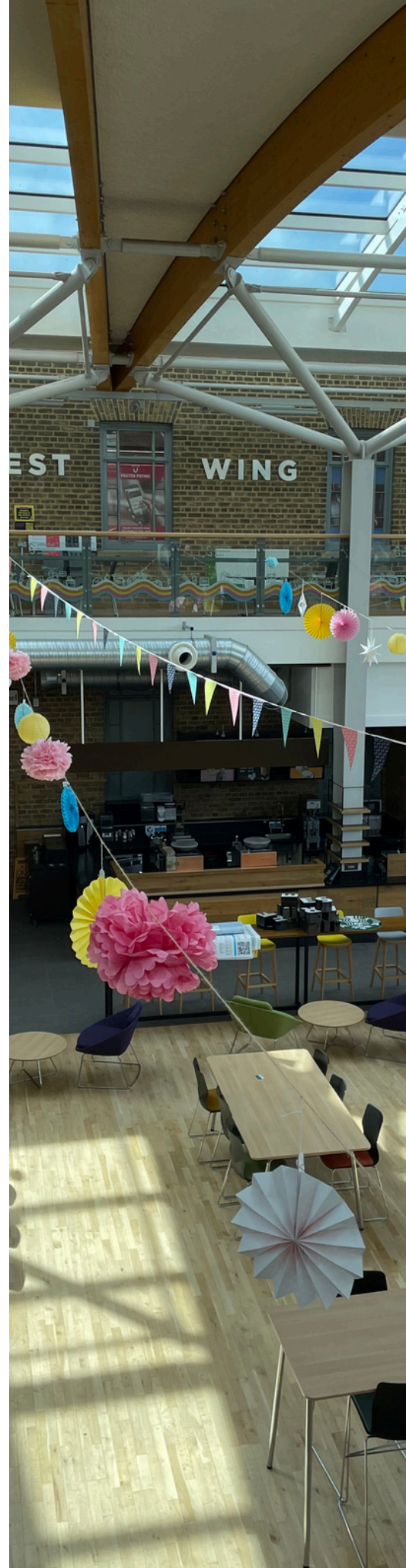
The whole committee is responsible for the completion of the affiliation documents, including any edits.

Handover - This is the process where the outgoing committee teaches the incoming committee about their roles. This ensures each committee member is prepared for the coming year and knows what to expect from their role.

Constitution - Outlines your Student Group's aims and objectives alongside all committee roles, responsibilities and the annual declaration. You may need to alter this during by-elections or other changes in committee.

Master Risk Assessment (MRA) - This document safeguards your Student Group by ensuring that your activities are covered by our insurance. There are two different MRA templates depending if you are a Team Leicester, Sports or Performance group. You will often need to edit the MRA when planning/hosting events.

**You can refer to the specific handover and affiliation training module for more detailed how to's for each document.**





## Other Forms and Documentation To Be Aware Of

**Throughout the year there are other forms you will need to be aware of:**

- Event Notification Form/Room Booking Requests (for booking any space across campus and to notify us at the SU of any events your student group will be hosting. This is compulsory even if the event is off campus).
- External Visitor Form (must be completed when a society event includes external guests/non students. This must be completed 4 weeks prior to the event and the SU has full right to refuse if we deem the guests inappropriate)
- Bar Crawl Guidance (2 working days before)
- Food Provision Requirements (For when you plan on serving food and refreshments during any type of events)
- Charity Fundraising Donation Form (To be completed after the funds have been raised)
- Grant Funding Application Form (Please bare in mind there are guidelines and deadlines that must be adhered to)
- Minibus Hire Form (for self-service hire, with 2 weeks notice)
- New Student Group Application Form (For starting a new society)
- Adding or Changing Committee Roles Request





## Student Group Finances and Membership

**Funding and finances are crucial to student group activities and are one of the most asked about topics! It is primarily the treasurer's responsibility, but all committee members should have a basic understanding. Here are the most important bits of information and advice:**

### **Generating Funds:**

There are several ways you can raise your finances without the use of grant funding, for example:

- Membership fees (increasing them if they are too low or pricing them if they are currently free)
- Selling group merchandise and ticketing events
- Gaining a sponsorship (more advise on that can be [found here](#))
- Fundraising events

### **Grant Funding:**

Every year, the SU has funds to support affiliated Student Groups in their development, and achieving their constitutional aims and objectives. You must submit an [application](#) in line with the [guidelines](#) and by the deadlines to be considered. We review the applications based on deadlines and aim to get back to you with a verdict following that. You may be rejected or requested to resubmit your application with more specific details.

Team Leicester groups have an additional and separate grant funding process they can apply for. For more information on this please get in touch with your Team Leicester contacts.







### **Grant Funding Continued:**

Tips for putting in a request:

- Produce a breakdown of the funds you are asking for and what they are going towards.
- Be specific and go into details so that we are fully aware of why you are requesting for additional funds.
- Be aware of what is and isn't eligible via the guidelines.

### **Memberships:**

We recommend that all Student Groups charge at least £3 for memberships. If you are a Team Leicester club, there is a minimum membership fee of £25, as well as a gym membership. If you are charging for membership, it's crucial that your Student Group is transparent about what a member will gain as part of your society. This could be listed on your Student Group's webpage.

### **Transaction Reports:**

Your committee will receive weekly transaction reports and balance updates to your Student Group's distribution email. We require all Student Groups to keep track of their own finances in conjunction with the Transaction Report so that you are always aware of how much money should be in your account.

### **Refunds Policy:**

Student and Associate members can apply for a refund within 21 days of purchase by emailing [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk) or talking to their SG committee. All requests after this point are reviewed and granted at the discretion of the societies council.

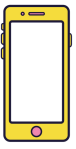
### **SU Account Bank Details:**

Bank Name: Nat West Bank

Account Name: University of Leicester Students' Union account (LUSU)

Account Number: 00940690

Sort Code: 56-00-55



## Social Media Use

**We recognise that the use of social media platforms is a major part of running a society and that some of you have committee members dedicated to the task, so we want to ensure you do so safely and securely.**

We encourage you to think carefully before posting content, especially when under the influence, to avoid any future breaches of conduct or regulations. It's important that you utilise good practices to protect yourself and your student group. The [social media policy](#) can be found here.

### **Please bare in mind that:**

- Unauthorised use of third-party logos, including the logo of the University of Leicester or connected companies, should be avoided.
- Inclusivity should always be considered, and avoid the use of potentially abusive or discriminative language or images.
- You should not be sharing any committee, members or student disputes, conflict or personal issues.
- Breaches of copyright law such as using other peoples images or written content should also be avoided.

### **Your personal social media use:**

Please consider that other students may relate your own personal views and activities posted on social media with your position and society. Ensure you are being conscious of what you are posting outside of your society activities and how that could reflect on your society and other students who follow you.





# Sustainability & Development Goal Coordinator

**Caring for our environment and being aware of how our actions can affect the planet are so important, now more than ever!**

You should ideally be considering sustainability in how you run your student group and in the tasks you undertake as part of your role. There are several ways to do this, from your purchasing to commuting to practice. Unsure what sustainability actually means? [Check out this link.](#)

This year we are introducing development goal coordinators to committees! This is part of your affiliation process and is compulsory for one of your committee members to take on (or a chosen member of your society that would like to take on the responsibility).

It works similarly to an elections coordinator but can be so much more.

You can also choose to make it an official committee position should that work best for your society. If you do not put an alternative forward for the role, it will be automatically assigned to the wellbeing and inclusion ambassador.

What is a development goal coordinator? Well, it is a member of your committee who researches and implements 1-3 of the United Nations Sustainable Development Goals into your society activities.

There's no set time commitment but there will be an awards ceremony at the end of the year to recognise student groups who have created the most impact within their goals. More information can be found in the handbook and breakdown which will be sent to you over summer as well as any additional details and how to's.







## Misconduct and GDPR

**Ensuring a safe and friendly environment as well as consistently upholding the values of the SU is vital to successfully running a society.**

The Students' Union is committed to equal opportunities and opposes all forms of discrimination. Any breach of the Students' Union Conduct Matrix, or UK laws relating to equal opportunity and discrimination will be dealt with in line with the Students' Union and University disciplinary procedures. If you feel there has been a case on misconduct within your society you can report it by emailing: [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk)

### **GDPR**

Acting in line with the UK laws on General Data Protection Regulation (GDPR) is a key responsibility of all Committee Members. If you do not abide by GDPR, each member of your committee could be fined and held personally liable for a data breach. If you do need to communicate with members away from the SU website, we recommend utilising social media, as this form of communication allows the individual to access information and easily opt out.



## Signposting and Advice

**There are several departments within the university and the SU that you can go to should a situation come up that you need support with. Your wellbeing and inclusion officer should take the forefront in this but it is important for all committee members to be aware. Here's where to go:**

**Report of sexual, physical, domestic or mental abuse, bullying and violence:**

- Report and Support - Anonymous or named disclosure of an incident to the universities student support team. Separate from the SU.

**For breaches of the SU's code of conduct and matrix:**

(more information on what clarifies for this can be found here)

- Email [su-complaints@le.ac.uk](mailto:su-complaints@le.ac.uk)

**Encountering a student in distress or crisis:**

- Call 111 or 999 for emergency situations.
- **Email [concerned@le.ac.uk](mailto:concerned@le.ac.uk)**
- If you are on campus you can call the security team: 0116 252 2888

**Mental health and wellbeing concerns:**

- Email the Student counselling and wellbeing service: [wellbeing@le.ac.uk](mailto:wellbeing@le.ac.uk) or via the website.

You can also go to our [support services A-Z](#) for a more extensive list.

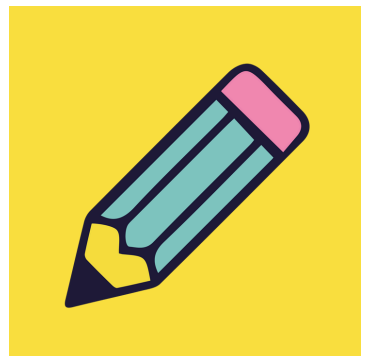
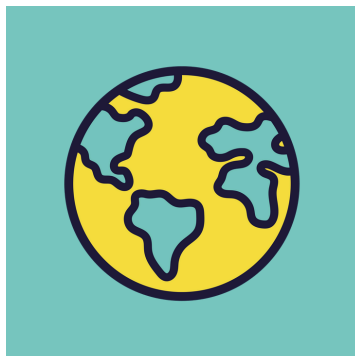
**Self-care on committee:**

We always support committee members prioritising their own mental health and aim to support when you need time away from your responsibilities. If you need help with your committee responsibilities email us at [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk)

Be honest with yourself and your fellow committee members, it is okay to ask for help!



# Society Specific Information







# Creative and Performance Groups

**This section is relevant for all societies that are based on creative, performance and digital arts. You can find our recommended spaces for specific rehearsals as well as details on advertising your society for bookings!**

## **Bookable spaces for performance based societies (eg. dance teams and martial arts)**

Percy Gee Building:

- 0.13 Food Market (space behind Starbucks, capacity 70, can request portable mirrors)
- -1.04 Dance Studio (capacity 100, has fixed mirrors)
- 3.13 Multi-Use Space (capacity 120, has fixed mirrors)

Elsewhere on campus:

- Charles Wilson Belvoir Park Lounge (capacity 75, can request portable mirrors)
- Attenborough Arts Centre Studio 1 (would need to pay a fee or put in a one-off request, more information [here](#))

Safety mats and a first aid kit are available upon request.

## **Bookable spaces for music based societies (eg. Bands and choirs)**

Through the SU:

- 0.13 Food Market (space behind Starbucks, capacity 70)
- Charles Wilson Belvoir Park/City Lounge (capacity 75)
- 3.13 Multi-Use Space (capacity 120)
- Lecture Theatres (varies, most lecture theatres across campus)

Through other university departments:

There are also more specific and individual spaces that you can explore and book through [this link](#).

## Bookable Spaces for creative arts groups (eg. craft and design)

Through the SU:

- Percy Gee Building - Gee's (capacity 250, ideal for table based activities)
- Percy Gee Building - Training Room (capacity 30, ideal for table based activities)
- Recommended seminar rooms - Bennett G85 (cap. 100), Ken Edwards 528 (cap.36)
- Computer Rooms - SBB 0.04 (cap. ), Ken Edwards 101, 103 (cap.35), David Wilson Esports Lab (cap. 24)

Attenborough Arts Centre:

Studio 3+4 (would need to pay a fee or put in a one-off request, more information [here](#))

## Storing Instruments and Equipment:

We offer all societies access to the societies storage next to the dance studio in the Percy Gee Building. You will need to drop us an email with the accounts of the committee members you want to have access, as well as what you will be storing. If you require storage elsewhere on campus please drop us an email with more details (for example, instrument storage in Charles Wilson).

## How to make your group bookable:

Many of our performance societies are interested in becoming bookable for other student group events as well as Students' Union events. Here's some recommendations on how to advertise your group:

- Digital advertisement on the Percy Gee Building screens (email us for more info).
- Getting in touch with other societies who have events advertised or in general on social media.
- Creating a pinned Instagram post or highlight advertising how to book your group.
- Keep up to date with performance opportunities sent via email from the Activities Team.
- Advertise via the committee newsletter (to do this you will need to email us your interest)





# Sports Clubs/Team Leicester

## Bookable spaces for sports clubs through the SU:

Percy Gee Building:

- 3.13 Multi-Use Space (capacity 120, fixed mirrors)
- -1.04 Dance Studio (capacity 100, fixed mirrors)
- 0.13 Food Market (space behind Starbuck's, portable mirrors on request)
- Entrance/SU Square Tables (for fundraising events)
- Please contact the activities team for booking meeting spaces too.

For all other sports facility related bookings enquiries, please contact [Sports and Active Life](#).

## Team Leicester 2024-25 Affiliated Clubs

### All elected committee members for 2024-25 and primarily elected core committee members, please take the time to read the following:

- April 2024 – Team Leicester club, elected core members, will receive a welcome email.
- May/June 2024 – Team Leicester club elected core committee members will be asked to attend a club development meeting. (Other elected committee can also attend)
- Summer 2024 – there will be a need to update your [clubs webpage](#) and publish regular content on your clubs Instagram account
- September 2024 – Team Leicester clubs and their elected committees will be required to attend a Team Leicester training day. (Date TBC)
- \*The club development meeting is an opportunity to ask your questions.



## **Sport SharePoint.**

All committee members and your club members have access to the [Sport Share Point](#). We encourage you to regularly check the updates and content available.

## **Coaching & Officiating Pathway Award.**

Committee members should be aware of this award as the award provides clubs with the opportunity to upskill and develop interested members. Clubs who need to provide officials for BUCS matches should contact [teamleicester@leicester.ac.uk](mailto:teamleicester@leicester.ac.uk) & [smb76@leicester.ac.uk](mailto:smb76@leicester.ac.uk) if they wish to discuss check their BUCS officiating requirements.

## **Required Club & Sport Memberships.**

There is a memberships requirement. All Team Leicester club members must purchase a [sports membership](#) and a club membership. (More updated information regarding purchasing a membership and costs, will be available nearer to the start of the 2024-25 academic)

We encourage committees to encourage their members to consider purchasing a [gold sports membership](#) The gold membership allows your members access all of the facilities at [Roger Bettles](#) and [Danielle Brown Sports Centres](#) along with attending your clubs training sessions and play fixtures or compete in competitions.

## **Sport & Active Life have a [website](#) and [Instagram](#)**



**The following information outlines the responsibilities of both the Students' Union and Sports and Active Life both separately and in collaboration to help you understand who to go to for what:**

## When to go to the Student's Union

- Transport for informal sports/additional activities
- For the following events - Fresher's Week, Refresher's, Activities Awards
- Booking a room/stall for a fundraiser, meeting or social event
- Charity donations, fundraising and community impact
- Compulsory training and affiliation documents
- Misconduct and complaints
- Committee elections

## When to go to Sports and Active Life

- Transport for fixtures/formal sport
- Sports Awards
- Booking sports facilities for both formal and informal sports
- Team Leicester kit and equipment
- Coaching and match officials
- Information and communications on fixtures, Varsity and other formal sports

## Crossover

- Risk Assessments - Students' Union ensures all Team Leicester Sports Clubs complete risk assessments, with Sport & Active Life's sign-off for formal sport-related elements
- Insurance - Students' Union covers informal sports whereas the University of Leicester insurance team assists Sports and Active Life in offering personal accident, public liability and small craft insurance for formal sports.
- Funding and Finance - Sport & Active Life provides grant funding for all clubs. Students' Union ensures ongoing grant funding opportunity availability. Students' Union collects club memberships and provides fundraiser accounts and finance systems for clubs' use.



# Volunteering and Community Groups

**For societies who focus on community projects, organisations, volunteering opportunities and society impact.**

## **Volunteering Hub:**

As a student-led volunteering group, you can register on our online Volunteering Hub where you can advertise your opportunities/projects and secure even more student volunteers for your events! We have our volunteering hub coordinator Amelia on hand to help out with any volunteering related questions, help or advice! You can contact her at

unionvolunteering@le.ac.uk

## **Best spaces to book for fundraising and awareness events:**

- Percy Gee SU Square Tables/Entrance Tables
- Gee's / 0.13 in Percy Gee Building - the rooms either side of the main SU Square for larger events

## **Raising money for charity:**

The Students' Union itself is a registered charity, and as such, all affiliated Student Groups are part of the registered charity. This means that all money that is fundraised for charity must be banked through the SU in order to comply with UK Charity Law. This applies to all Student Groups all year round, including out-of-term time.

We are a cashless union, so we will only accept a deposit to the SU account. To send the money you will need to fill in our [Charity Donation Form here](#), after the event.



# Contacts and Glossary

## Contact the SU:

### Email

Activities Team: unionactivities@le.ac.uk

Advice: advice@le.ac.uk

Making a Complaint: su-complaints@le.ac.uk

Executive Officers: su-exec@le.ac.uk

Volunteering Hub: su-volunteering@le.ac.uk



### Instagram

Activities and Volunteering Team: @union\_activities

Main SU account: @leicesterunion

Support + Advice: @leics\_support



## Glossary (A-Z):

Adding a New Position: P3+10

**AV Equipment: P3+6**

Being More Sustainable: P14

**Booking a Stall in Percy Gee: P3+6**

Booking Performance Spaces: P6+18

**Booking Sports Spaces: P20**

Booking Music Spaces: P6+18

**By-Elections: P3+10**

Card Reader/Urn Bookings: P3

**Catering and Food: P7+10**

Committee Newsletter: P5

**Charity Fundraising: P10+22**

Constitution: P9

**Development Goals Coordinator: P14**

Development Meetings: P5+20

**Distribution Email: P5**

External Visitors: P3, 6 + 10

**Grant Funding: P3, 10, 11 + 12**

GDPR: P15

**Handover and Affiliation: P4 + 9**

**Hiring Equipment: P3, 6 + 7**

Hiring a Student Group: P19

**Memberships: P11, 12 + 21**

Minibus Hire: 6 + 10

**Misconduct Report: 13, 15 + 16**

Master Risk Assessment: P9

**O2 Academy: P3, 7 + 8**

Refunds: P12

**Report Bullying, Abuse or Violence: P16**

Room Bookings: P3, 6, 7, 8 + 10

**Safe Zone App/Security: P8**

Signposting: P16

**Storage: P9 + 19**

Sustainability: P14

**Team Leicester: P20, 21 + 22**

Training: P4

**Transaction Reports: P12**

Using Social Media: P13 + 15

**Volunteering: P22**