

YOUR COMMITTEE UPDATE

17th May 2024



@union_activities



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unionactivities@le.ac.uk

WHAT WE'RE COVERING THIS WEEK:

- [Current Committees](#)
- [New Committee Hello!](#)
- [Handover and Reaffiliation](#)
- [Committee Handbook](#)
- [Training 24/25](#)
- [Upcoming Opportunities](#)
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NEW COMMITTEE HELLO!

This edition of the committee updates is being sent to both the current and new committees to make sure everybody is getting the same information!

We want to welcome and congratulate everybody that was elected into their position whether that was back in March or more recently in the by-elections.

So what is the committee updates newsletter?

This newsletter is sent every few weeks to give you all the information you should need for upcoming events, changes to processes, student group opportunities and much more!

It can also be a space for you to advertise any opportunities your student group has for other groups to get involved with.



CURRENT COMMITTEE FINAL NOTES...

Welcome back!

Firstly, we want to send you all lots of luck and best wishes during exam season, we recognise that this can be a stressful time and we appreciate your ongoing commitment to your student group!

This is the first newsletter to also be sent to the 24/25 committees to ensure everybody is on the same page but also to aid you all in handover and reaffiliation.

If you would like to request a space on campus to hold an in person handover meeting, please drop us an events notification form and we will be happy to help you facilitate that.

HANDOVER AND REAFFILIATION

You should hopefully all be considering handover and reaffiliation at this time of year, especially now that the by-elections have finished. Please note, if you did not manage to fill your core roles by now, that your student group WILL be disaffiliated. If you not sure what this means, please drop us an email!

The first document to be aware of is the handover document, as shown on the right. This document will need to be filled out and sent to us [via this form](#) by the 30th June and is **COMPULSORY** towards your affiliation.

Handover 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.

There are 2 other reaffiliation documents that must be considered - master risk assessment and the constitution. However, these do not need to be submitted until the 31st July. More information on this can be found in the committee welcome emails you should have/will be receiving.



University of Leicester Students' Union Committee Handover Document

This Committee Handover Document is meant to help guide student groups through their handover process between committees.

This is not just for the president; this document needs to be completed by all committee roles and needs both Outgoing and incoming committee members to contribute.

"Outgoing Committee" refers to committee members who have just finished their roles from this academic year.

"Incoming committee" refers to those who will be starting their committee role for the next academic year.

Please complete all sections of this document to the best of your ability.

Student Group name:

Names of outgoing and incoming core committee completing the document:

Committee Role	Name of Outgoing Committee	Name of Incoming Committee
President		
Treasurer		
Wellbeing & Inclusion Ambassador		



COMMITTEE HANDBOOK



Alongside the handover we have recently released the all new committee handbook for April 2024!

Committee Handbook
Last Updated 29th April 2024

Content:

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7.	Booking the O2 Academy	7+8
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11.	Sustainability + Development Goals Coordinator	14
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•	Creative and Performance Groups	18+19
•	Sports Clubs/Team Leicester	20, 21 +22
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LEICESTER STUDENTS' UNION

This document is your go to guide for everything student groups and includes all the information you will need as a committee member throughout the year. It can be really useful as a supporting resource during the handover and training period especially if your role is new (no outgoing).

The handbook will be updated termly to ensure any changes are included, plus if you do feel there is something missing or have feedback on the handbook, it means we can help incorporate it in the next edition.

It is also available for viewing alongside the previous newsletter editions and the role descriptions [via the website](#).

TRAINING 24/25



We are excited to announce the launch of our Committee Training Workshops for the year! Based on the feedback and resources from the previous year, we have added an Induction Workshop and a Wellbeing & Support Workshop for all new committee members. The induction and workshop will be conducted three times before the end of Term 3.

- For the Induction Workshop, it is compulsory for all committee members to attend as part of the affiliation process.
- For the Wellbeing & Support Workshop, we would like to ask for at least TWO representatives from each student group, for which the Wellbeing & Inclusion Ambassador's attendance will be compulsory.
- Please confirm the session you would like to attend by submitting this form before 24th May 2024: <https://forms.office.com/e/1DXTZPQ2KG> - you can also let us know if you are unable to attend!

Compulsory Training Timetable:

DATE	TOPIC	WHERE
THURS 30TH MAY 4-5:30PM	GENERAL COMMITTEE INDUCTION	ON CAMPUS (F2F)
SAT 1ST JUNE 2-3:30PM	GENERAL COMMITTEE INDUCTION	TEAMS (ONLINE)
TUES 4TH JUNE 12-3PM	GENERAL COMMITTEE INDUCTION & WELLBEING AND SUPPORT	ON CAMPUS (F2F)
THURS 6TH JUNE 12-1:30PM	WELLBEING AND SUPPORT	ON CAMPUS (F2F)
SAT 8TH JUNE 2-3:30PM	WELLBEING AND SUPPORT	TEAMS (ONLINE)

There will also be additional workshops and training opportunities on the following topics:

- How to complete a master risk assessment (11/06/24 1pm + 23/07/24 11am)
- Student Group Marketing and Social Media (13/06/24 1pm + 25/07/24 11am)
- Managing Student Group Finances (18/06/24 1pm + 26/07/24 11am)
- Planning Student Group Events (20/06/24 1pm + 01/08/24 11am)
- Sustainability and the SDG's (25/06/24 1pm + 06/08/24 11am)
- Campaigning and Leadership (27/06/24 1pm + 08/08/24 11am)
- Volunteering and Raising Money for Charity (02/07/24 1pm + 13/08/24 11am)
- Preparing for freshers and GIAG (04/07/24 1pm + 15/08/24 11am)



UPCOMING OPPORTUNITIES



Opportunities Fair

Tue 21 May 2024 10:00-16:00

SU Square

Come and celebrate end of exams and join us for our opportunities fair! Opportunities include part time work, careers, study placements, gap year projects, travel, volunteering and much more.

OPPORTUNITIES FAIR

Come and join us in the student union building at our opportunities fair!

SU Square, Percy Gee Building
10am-4pm

Part Time Jobs · Volunteering
Travel · Careers · Gap Years



Paint and Sip

Wed 22 May 2024 11:00-15:00

Liberation Space, Percy Gee

Join us for a relaxing day of painting with a free hot drink! Pick from a range of items that will be available for you to paint including various size plant pots and bowls. [Free tickets can be purchased here.](#)



Destress Lush Workshop

Fri 24 May 2024 12:00-16:00

Percy Gee Building Liberation Room

Looking for something enjoyable and relaxing at the end of exams period?

Lush Leicester will be on campus running some creative workshops where you can make some of their amazing products to take home!

To book a place, [purchase a ticket here on our website!](#)



STUDENT FEEDBACK GROUP

Online Consent Training Package: Feedback Needed!

Are you passionate about consent culture? The Standing Together team are looking for dedicated student volunteers to help refine our consent training module on Blackboard.

Commitment: Two 30-minute sessions online via Teams, 23 May 2024 and 24 July 2024

Purpose: Focus groups will be conducted to review the training package, ensuring that student perspectives are at the forefront of its development. Your voice matters! If you're interested in contributing to this important initiative, please fill out this form <https://forms.office.com/e/HstyxD2G46> to express your interest!



LEICS COOK

Leics Cook is back for May 2024 and is looking for student groups to get involved!

Details:

Wednesday 22nd May 2024, 1-3pm - Gee's

NEEDED: 4 Teams of 4 Participants (16 Participants Total)

£30 GBP Morrisons ingredient voucher provided for each team. [SIGN UP HERE!](#)

There will be prizes and trophies for the winners, plus everyone gets a bespoke apron to keep! The event aim is to help you work out cost effective meals that you can make at home.



STUDENT STAFF VACANCIES

We currently have vacancies for students to become part of our part time staff team! The roles are for UOL students only who will be a student in the 2024/25 year.

The following roles are hiring now:

- [Advice Service Receptionist](#) (Application closes 28th May)
- [Lead Mentors](#) (Application closes 22nd May)
- [Student Voice/Academic Representation Project Worker](#) (Application closes 3rd June)

Click on the roles to find out more and apply.



GENERAL FEEDBACK

We have a new way for you to let us know what you think through an anonymous feedback form.

If you feel we are not meeting your expectations or you have suggestions for the activities team, [please let us know via this form.](#)

If you do have a more formal complaint please send it to su-complaints@leicester.ac.uk