

YOUR COMMITTEE UPDATES

22nd July 2024



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Hi

Hope you are doing well, here's your committee updates for the 22nd July 2024 😊

Today we are covering quite a lot of information, the headlines are as follows:

1. Affiliation Documents
2. Updated Handbook
3. Training Quiz
4. Freshers Fair Sign Up
5. Term Dates Consultation
6. Council Applications
7. Trophy Cabinets
8. Additional Workshops

AFFILIATION DOCUMENTS

The next deadline for you all to be aware of is the 31st July, when all of your affiliation documents need to be submitted. You must submit your documents [via this form](#).

If you are yet to submit your committee handover, please ensure it is done by this date alongside the MRA, constitution and development goal confirmation form.

Please be aware of these common reasons why documents are refused before submitting:

- Using the 23/24 document templates. Please ensure that you are using the updated 24/25 document templates that can be found [via this page](#).
- Submitting typed signatures. We can only accept signatures that are in wet form. You can do this by photocopying a written signature or using websites such as DocuSign.

UPDATED HANDBOOK

We have now released the updated committee handbook as of the 18th July 2024!

You can access your [new handbook here](#) or [via this link](#).

Following feedback and changes to some processes and procedure, we have added more content as well as tweaked existing information to keep you up to date with everything you need to know.

Additionally, we noticed there was some questions on the training quiz that were not appropriately covered in the handbook, so we have updated it to ensure the quiz is easier to understand.

If you do have the previous edition of the handbook, please make sure you replace it with the new one to avoid confusion.

We aim to update the handbook every 3 months and welcome any feedback you have in order to improve it before then!

TRAINING QUIZ

If you have completed your compulsory training sessions, then your last step to finishing your training is to do the training quiz!

The deadline for completing the quiz is the 15th August and it must be done in order for your role on committee to be fully confirmed.

The [link to the quiz is here](#).

Please note that all answers must be answered correctly to pass. If you are experiencing issues with this, please drop us an email with the answers you are giving, so that we can support you.

FRESHERS FAIR SIGN UP

We are now in the process of organising Societies/Sports Club promotional opportunities in September 2024 as part of Freshers (Welcome Week)!

This [sign up form](#) has been built as an expression of interest so we can gauge which Student Groups would like to take part in promotional activity linked to the Students' Union over Freshers, the sign up deadline will be **Sunday 1st of September 2024**.

If your group cannot fully complete your (re-)affiliation in time or decides to join after this deadline, you will **not** be able to participate in the event.; upon discretion, we may confirm your stall a week or a few days before the fair should there be any availability.

This year, we will be putting societies and clubs on separate days as the Societies Fair and Sports Fair, and this will be happening on:

- Tuesday 24th September 2024, 10:00-16:00 in the Percy Gee Building - Sports Fair (for all TL clubs, sports and dance groups)
- Wednesday 25th September 2024, 10:00-16:00 in the Percy Gee Building - Societies Fair

Your group will be assigned to one of the above days, however if your society/club is only available on a different day, we will try to accommodate the request, but it may not be guaranteed.

TERM DATES CONSULTATION

The University is seeking your views on potential changes to the academic year structure.

The University has an established model for setting term and semester dates and the associated pattern of the academic calendar. Education Committee, which is responsible for recommending term and semester dates to Senate for approval, has been considering potential amendments that could be made to the academic year structure in the short term, to alleviate the pressures felt in some areas in January. While large-scale changes are not currently under consideration, the Committee is also looking at whether a full-scale review of the academic year structure is needed, which may result in more significant changes in the longer term.

How to participate in the consultation:

1. A series of in-person consultation events will take place over the summer, these events are all the same so please attend the one most convenient for you. Please complete [this form](#) to register your attendance and you will receive a calendar invitation:
 - Wednesday 24 July, 1.15pm to 2.45pm, Sir Bob Burgess 1.03
 - Monday 29 July, 10.15am to 11.45am, Brookfield LT1
 - Tuesday 6 August, 1.15pm to 2.45pm, Bennett LT3
 - Tuesday 13 August, 1.15pm to 2.45pm, George Davies Centre 0.31
2. An online questionnaire is available [here](#), please complete this by Thursday 25 July.

COUNCIL APPLICATIONS 24/25

Next Monday the 29th July at 10am, the applications will open for the student group and voice councils 24/25!

In 24/25 there will be 3 councils and 2 networks sat underneath them, that are made up by student leaders like yourself and chaired by an executive officer. They are split into two groups: student group councils and voice councils. You can read more about each council [here](#):

STUDENT GROUP COUNCILS

Societies Council - Societies Council is chaired by the sports and societies officer and works to ensure the voices and opinions of all areas of student groups at Leicester are equally considered in the implementation of decisions and changes at the SU. The roles are open to all student group members not just committee members so please send this information onto your members too.

In 24/25 the council will be broken down into 11 roles and individual responsibilities. **More information on the different roles and the requirements of the council [can be found here](#). The form to apply from the 29th July is [linked here](#).**

Sports Council - Sports Council aims to give students across all facets of club sport a greater voice here. The future success of sports here at Leicester lies completely within the student's voices. This council helps to lead on navigating the forthcoming season as we build on creating an exceptional sporting offer and ensuring the success of sports clubs in 24/25. The roles are open to all sports club members, you do not need to be part of a committee or from a Team Leicester group, so please send this information onto your members too!

In 24/25 the council will be broken down into 9 roles and individual responsibilities. More information on the **different roles and the requirements of the council [can be found here](#). The form to apply from the 29th July is [linked here](#).**

Creative Network – Creative Network (formerly known as Creative Council), works to support the empowerment of the arts here at Leicester, creating a platform for creatives and performers within student groups to get involved with decision making and changes within the Students' Union. The roles are open to all creative/performance group members, you do not need to be part of a committee so please send this information onto your members too!

In 24/25 the network will be broken down into 8 roles and individual responsibilities. More information on the **different roles and the requirements of the council [can be found here](#). The form to apply from the 29th July is [linked here](#).**

VOICE COUNCILS

Liberation Council - The Liberation Council is set out to formalise student discussions, build a inclusivity-focused working group within the SU and discuss ideas, campaigns and events that give students from minorities and protected characteristic groups, a greater voice. The council is broken down into multiple roles with individual responsibilities and is chaired by the liberation officer. These roles are open to all students whether they are part of a student group or not.

More information on the council and roles within it [can be found here](#). The form to apply from the 29th July is [linked here](#).

Sustainability Network - Sustainability Network (formerly known as Green Bubble) is our main Student Sustainability Forum, where we feedback on what we can do to help with issues like health and wellbeing, energy, travel, reducing waste and Activism at the University, in the Students' Union and beyond. This council is open to all students, not just student group members, and is chaired by the community and wellbeing officer.

In 24/25 the network will be broken down into 6 roles and individual responsibilities. More information on the **different roles and the requirements of the council** [can be found here](#). **The form to apply from the 29th July is [linked here](#).**

If you have any additional questions about the councils or the application process, please drop us an email, check out [this webpage](#) or keep an eye out for a specific email about the councils in the next week.

TROPHY CABINETS

We have two trophy cabinets on the SU Square balcony that we are now opening up for student groups to use and for the SU awards trophies to be appropriately displayed.


If your student group has won an SU award either this year or in the past, you can now see the trophies displayed on the SU square balcony.





We are also opening the opportunity for student groups to display any of their own trophies/awards in the cabinets. If you are interested in doing this, please drop us an email and note that there is limited availability (will be granted on a first come first serve basis).

WORKSHOPS

A reminder that our online additional training workshops will be taking place over the next month!

Please see below for the dates, times and Teams links:

Date	Topic	Where
 Tue 23rd July 11 am	How to Complete a Master Risk Assessment (General & Sports, Performance and Team Leicester)	Online
 Thu 25th July 11 am	Student Group Marketing: Marketing your Student Group and Utilising the SU Website	Online
 Fri 26th July 11 am	Student Group Finances: Fundraising, Funding and Sponsorship	Online
 Thu 1st Aug 11 am	Student Group Events: How to plan an Event	Online

 Tue 6th Aug 11 am	Sustainability and SDG	Online
Thu 27 th June 1 pm  Thu 8th Aug 11 am	Campaigning and Leadership	Percy Gee 1.01 Liberation Room Online
Tue 2 nd July 1 pm  Tue 13th Aug 11 am	Volunteering and Raising Money for Charity	Percy Gee 2.23 Training Room Online
Thu 4 th July 1 pm  Thu 15th Aug 11 am	Preparing for Freshers/Give it a Go	Percy Gee 1.01 Liberation Room Online



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