

AN EASY STEP BY STEP GUIDE TO STARTING A SOCIETY

1. Do we have the facilities on campus, are there local facilities nearby, will there be enough students that are interested etc.? Decide what to call your new society, decide on its purpose and what you are planning to do as a group.
2. Find a few other students who are willing to join. The minimum requirement to start a Society is 10 members. There is a signature form within this pack.
3. Complete the enclosed application form to set up your Society.
4. Hold your inaugural (first) meeting to elect a committee, and complete the enclosed **Officers and Constitution forms**.

A room can be booked for you through the Student Activities Co-ordinator at the Students' Union.

The officers that you decide to elect are important because they have the responsibility for carrying out the day-to-day running of your society. As such, they should be committed to, and be available for doing much of the work involved in organising the societies activities.

The Chair - *This is often the founder of the group, however, if it is a long-term society then it may be someone who has been voted on as a new leader. They are essentially the 'figure head' or representative of the group.*

The Treasurer – *This person deals with society finances, if there are any! This is a job that requires a very responsible and trustworthy person*

The Secretary – *A well organised person is best suited for this role.*

The Equipment Officer – *This is usually needed if your society is going purchase any equipment.*

Consult the " Society Guidelines Handbook" pages 3 and 4 for Societies Officers roles and responsibilities.

These are intended as a guide only. Ultimately, it is up to the members of any society to decide what the duties of its officers should be. It may be that in addition to the above three officers, your society will want to elect another officer to deal with, for example, publicity. Again, it is up to you to assess the needs, and elect officers who will ensure the successful running of that society.

5. Once you've completed your forms drop these back at the Students' Union.

What happens next? We will have a look at your application and get back in touch with you.