

Society Training

September 20, 2018

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1 Volunteering

Log hours worked for society at www.swansea-union.co.uk/volunteering.
Keeps track of hours and activities done, so useful for putting on a resume.

2 Handbook

There's a handbook on the facebook page. Will cover:

- Room bookings
- AGMs
- HEAR
- Website
- etc.

3 Travel

Can book coaches and Minibusses through them, payments are done through finance. Minibus drivers need to be at least 21 and need 3 years driving experience, as well as a British license.

4 Equipment Available

Can be "rented" for free.

- Charity Box/ Bucket
- Go Pro
- Camera
- Tripod
- Microphone
- Gazebo
- More

5 Disciplinary

Route that should be taken is:

- Committee members
- Hold a meeting
- Talk to Exec
- Talk to chris
- Disciplinary meeting
- Vote of No Confidence

Vote of No Confidence is a last resort, and should only be used as such.

6 Freshers Fayre

6.1 Rules

- All promotianal material in English and Welsh
- Set up form 8:30am
- Cashless
- Half a table
- Don't be a dick
- No fun (Alcohol or drugs)
- No Leafletting
- Sponsorships go through Chris or Geri
- Tidy up after

6.2 Tips

- Tiny table, use a rota
- Bring Scissors, extension lead
- Have first event planned
- Flyers
- Use a tablecloth
- Have a sign up sheet
- It's loud, audio from a laptop won't work
- Presentation running on a laptop showing events etc.
- Have a disclaimer on sign up sheet saying what we'll use the info for
- Colour is good
- Photos should be large so they can be seen

7 Crowd Funding

Wave is their crowdfunding platform. Can be found at wave.swansea.ac.uk.
Straight up copying the University Of Yorks' funding site, YuStart.
Could be useful, even if their presentation was painfully soulless.

8 STaRS

The Societies Tiers and Reward System

There are three different tiers; Bronze, Silver and Gold. Bronze has 15 compulsory goals, silver has 10 compulsory and 5 optional goals, and gold has 7 compulsory and 8 optional goals.

Completing Silver or Gold tiers gets you entered into a raffle for cash and completing gold tier earns Summer Ball VIP tickets.

9 Room Bookings and Risk Assessments

9.1 The Form

Can be got from www.swansea-union.co.uk/societies

10 The Website

www.swansea-union.co.uk

When you log in log in as staff.

It can be used to send an email to all paid members of the societies.

11 Finances

Accessible via finance cards which are available to the President or Treasurer.

Sort Code: 30-98-85

Account Number: 00891532

Reference should be the Society Name

When withdrawing you can either withdraw cash, do a bank transfer or pay an invoice.

When withdrawing cash they need the receipt for what was paid.

Any payments less than £200 must be paid in cash, while any larger is done through BACS

Reimbursements must be counter signed by either the President or Treasurer, they can not be counter signed by the same person filing the reimbursement.

Invoices must be sent from the official society email.

There is normally a two day clearing period on any payments made.