



COMMITTEE MANAGEMENT TRAINING ARTICLES

THE STUDENT'S UNION

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RESIGNATIONS

We understand that being a volunteer for a Club, Society, or Project can be tough. When taking on the role, it is never easy to know what the future will look like for yourself, your studies or the student group.

To resign from your position please complete the Resignation form (SUMS — choose your CSP — Overview — Forms — Committee Resignation) to notify the Activities Team and we will update the system. If possible, please let your committee know that you are resigning, but if you don't feel comfortable doing so, we can do that for you.

CO-OPTING

Co-opting is a process in which all members of an elected committee must vote to elect a candidate to fill a vacant position. It does not require the vote of all members of the CSP. There must be a minimum of 3 voting members, as a two-thirds majority is required for a valid election. The co-opting process will launch after the Autumn Online Elections and it can only be used for roles that have already gone through a normal election and that have been unsuccessful in being filled, or where the role is now vacant due to a resignation.

PROCESS

1. You must notify all members of the roles that are available and give them one week to submit a brief manifesto (200 words max).
2. A principal committee member will collate the manifestos of each candidate and send them out to all elected committee members. They will then organise a committee meeting in which the voting will take place.
3. The committee member organising the election should take minutes during the meeting and ensure the committee reach a consensus. You will need to upload proof of the votes; we recommend using a Google form and downloading the results.
4. Now that you have elected a new committee member, please submit a co-opting form **NOTE: this form will open after the Autumn Elections** (SUMS — choose your CSP — Overview — Forms — Co-opting) and submit the following: committee meeting date, list of attendees, committee meeting minutes, proof of votes, and the new committee members details.
5. Finally, please add their email to the committee mailing list here.

FAQ

Can I nominate myself if I already hold another position in the committee?

Yes, you can. You do not need to resign from your current position to nominate yourself for the vacant one. You will not be allowed to attend the committee meeting in which the vote takes place. If you are successfully voted in to the position, you can then resign from your original position here. Your committee will then co-opt again to fill this position.

I am the only committee member; can I co-opt the other positions?

No, you cannot. Please email us and we will assist you in holding an Extraordinary General Meeting (EGM) to elect a full committee.

CSP EMAIL ACCOUNT

Clubs, Societies & Projects are offered an institutional (@ac.uk) email address to use for club business and communicating with members. Many CSPs will have a generic club email, for example baton.twirling.club@imperial.ac.uk and a series of role-specific accounts where required, for example baton.twirling.secretary@imperial.ac.uk

To check if you have an existing account go to: [eActivities](#) > [Administration](#) > [Clubs, Societies & Projects](#) > [Details](#)

Extending your email

Each year the college IT system will email any of the accounts you have to check they are still active and being used. They will ask you to get a department lead to extend your email account for another year but will say your department lead must make this request. CSP email accounts and committee role accounts both fall under the Student Union as a department and therefore the activities team must put this request in for you. Once you receive an extension email from IT, please complete a role account management form and select the role account extension request support type ([Student Dashboard](#) > [Overview Dashboard](#) > [Role Account Management Form](#)).

The activities team will process all requests within **5 working days** and confirm this has happened. Once we put an extension request in, it will take the college IT team up to **3 working weeks** to confirm the extension.

Password resets

We know that sometimes during handover an email address password isn't handed over or that sometimes you haven't accessed the email for a while and have forgotten the password. If this is the case, please complete a role account management form and select the password reset request support type ([Student dashboard](#) > [Overview Dashboard](#) > [Role Account Management Form](#)). The activities team will get a new password sent out to you within **5 working days**.

Requesting new role accounts

At this time, the Union is not accepting any new request for specific role accounts. The reason for this is that over 90% of the ones requested expire within one year due to lack of use or handover. We advise that you use your CSP email first. We will review re-opening this service once per term.

ELECTIONS

The next upcoming elections are the Autumn Online Elections which will start in October. Any vacant position in your committee can be elected in this election cycle. Please see the dates below:

Nominations Open - Monday 7th October 2024
Nominations Close - Tuesday 15th October 2024
Manifesto Deadline - Wednesday 16th October 2024
Candidate Briefing - Thursday 17th October 2024
Campaigning Begins - Thursday 17th October 2024
Voting Open - Monday 21st October 2024
Voting Close - Thursday 24th October 2024
Complaints Deadline - Thursday 24th October 2024
Results - Friday 25th October 2024

You must have all principal roles (President/Chair, Treasurer, and Secretary) filled after the Autumn Elections or your CSP will be at risk of closing.

HANDOVER

A handover document is a written document with vital information to pass on from one committee/committee member to the next. A handover document can also be used to pass on key information to non-committee member roles, that are highly involved and engaged in the running of your Club or Society.

All committee members (both outgoing and incoming) are responsible for completing handover. Tasks can be delegated and shared among committee members.

Handover Starter Kit: The Basics

When writing your Committee Handover consider thinking about:

Useful past Information - what you have done in the past year/s. e.g., Risk Assessment Templates (Annual/flagship events)

- Important present Information - what services are you currently using? e.g., rooms ideal for regular activity? What are you doing now that is gaining interest and members for your society?
- Information on future plans — Are there aims you still want to achieve that can be passed on to the new committee? What events are you planning for and are there similar templates?
- Some roles may need individual handovers, please use this as a basis and provide the relevant information for different roles where necessary.

In your handover you should include:

- **CSP Log in and Passwords:** CSP Email address and Password, Details to social media accounts
- **A list of principal roles duties:** What responsibilities will they be inheriting? What specific things are they responsible for in your CSP?
- **Copy of important documents:** Constitution, Annual Budgeting, Risk Assessments
- **Committee Structure and membership**
- **Regular activity and events** - Outline of your student groups key projects, events, regular activities that you need to cover in your core activity form. Saved risk assessments from previous events. Key contacts/ suppliers that are approved by the union
- **Sponsorship, Contracts, Coaches & Instructors** — As this is renewed annually, ensure to keep a record of up-to-date documents you will need to submit
- **Records of Current and previous funding applications**
- **Equipment inventory** - Do you have equipment? What do you have and how many of each item?
- **Storage spaces** - Where is your storage located? Is there a lock/key/pin code? Does it require approval from the union to be accessed?

Here is a [Handover Template](#) to get you started