



# Society Admin

# Your committee roles

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- Ensure you are aware of your roles and responsibilities
- Delegate tasks fairly
- Your degree takes priority so do not overload yourself with committee jobs, you have a committee for a reason
- You should be approachable to your society, so they can voice any concerns to you

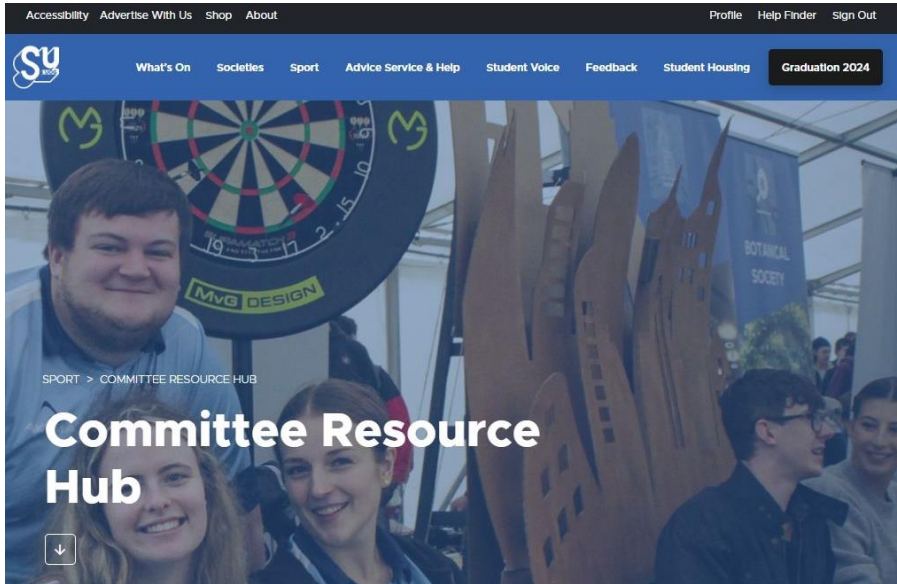
# Committee Resource Hub



## Welcome to your Committee Resource Hub

If you are looking for all the forms, documents, templates and factsheets that you need to help you run your Society or Sports Club, then you have come to the right place.

If you need any of the documents provided in an alternative format, please email [suactivities@glos.ac.uk](mailto:suactivities@glos.ac.uk) for assistance.



<https://www.uogsu.com/sport/resourcehub/>

# BACS Forms + Purchasing Items

- A BACS form allows you to be reimbursed via your society pot
- If you decide to purchase something for your society, please inform the SU first, specifically purchases over £30
- You may not have enough money in your society pot and therefore cannot claim back the money
- You can also send links to items you would like to purchase so the SU can order it so you don't have to claim the money back

- It is essential you attach any receipts to your form otherwise it cannot be authorised
- Please allow up to 5 working days for your refund to be processed
- You only need to complete the information in the red box



**BACS Request Form**

Club/Society to be Charged:

Date	Details	Amount
TOTAL		

Bank account details:

Account number    \_\_\_\_\_

Sort code         \_\_\_\_-\_\_\_\_-\_\_\_\_

Account name     .....

Bank name        .....

BACS requested by .....

Authorisation (Students' Union use only)	
Signature	Job title

For Office Use Only	
Processing Date: .....	BACS ref .....
Nominal Code: .....	BACS authorisation 1.....
VAT Code: T0 T1 T2 T3 T9	BACS authorisation 2.....

# Committee Resource Hub- Sponsorship contracts

PLEASE  
CHANGE AND  
FILL IN ALL  
THE RED  
TEXT!



## Sponsorship Agreement

This contract sets out a sponsorship agreement with a University of Gloucestershire (UoG) Students' Union (SU) club or society and an external organisation as named below:

**Sports Team / Society Name:**

**Organisation Name:**

**Organisation Contact:**

**Organisation Contact Number:**

**Organisation Email:**

**Sponsorship Duration:**

### Obligations of the Sponsor

- **[Insert company name]** agrees to sponsor **insert club name** the total of **(amount total) (including/plus. VAT)**, to be paid in **one** instalment upon receipt of an invoice from the Students' Union Finance Office. The Invoice(s) is payable within 15 days.
- The invoice will be sent to: **[Insert name]**
- The invoice will be addressed to: **[insert company address]**
- This sponsorship does not permit the sponsor on to the University premises to advertise their organisation; this includes the pitches at the Folley, Oxstalls Sports Park, and all campuses. Separate advertising packages are available through the Students' Union by contacting [su@fglos.ac.uk](mailto:su@fglos.ac.uk).
- In the event that the sponsor is unhappy with anything relating to this agreement, which is not resolved by dealing with the club or society directly, they should contact the SU Student Activities Team: [suactivities@fglos.ac.uk](mailto:suactivities@fglos.ac.uk)

# Sponsorship Contracts- Do's + Don'ts

- Do's

- Explain to the company how their support can help your Society grow e.g do you want to go on a trip related to your Society
- Provide a thorough explanation of your Society including your achievements and weekly meetings
- Contact companies who resonate with your Society or that 'make sense' e.g a members family member

- Don'ts

- Contact clubs or bars who are promoting alcohol consumption
- Don't agree to do more than you are being sponsored for

# Booking rooms for your Society Activity

## You can book SU Spaces via Resource Booker

These are great social spaces to meet up with friends and relax or bigger spaces to run events

- Park – The Living Room
- FCH – The Loft
- Oxstalls – The Lounge

Currently, the room booking system is being updated so for now, please email [nroderick1@glos.ac.uk](mailto:nroderick1@glos.ac.uk)



# Transport to activities

- If you are arranging an event/trip and need transport the SU can help you do this.
  - We have a 9-seater van that students can hire (student driven)
  - ^ You will need to fill out a driver form to see if you are eligible. You will need to contact Niamh for this (nroderick1@glos.ac.uk)
  - We can also arrange hire cars, minibuses and coaches
  - Or if you just want some help looking at train tickets, we can do it all
  - Minimum of 2 weeks notice for transport requests
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- Please be aware that the cost to do this must be covered by the society

# Guest Speakers

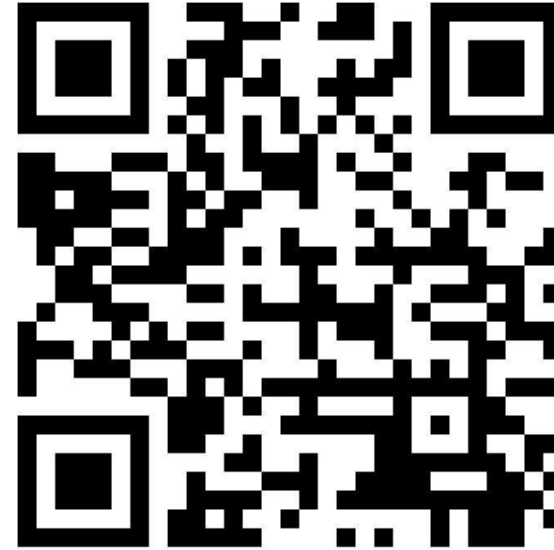
- Guest speakers can be a great way to deliver something different to your members.
- All guest speakers require an approval process, when you book a room, it will ask you for more information
- In order to approve a guest speaker you will need to fill out the following form- Please ask for the form link



# Your Society goals

- Have you shared your handover goals with the society?
- Are you aware of your members strengths, can they support you to reach your goals?
- Are you communicating with the SU regularly to ensure you are on track?
- Are you needing to adapt your goals? **Review, Reflect and Act**
- Have you set timelines? Planned out the year

Don't forget to submit  
any questions via  
PADLET HERE



Thank you for listening