

## SOCIETY RESOURCES 24/25

Follow our step-by-step guide to take you through some of the resources we have developed for society reps to help you develop your society!

You can work through these materials in your own time, at your own pace.

Just about everything you need is on our website [uusu.org](https://uusu.org) but you can also reach out to your Activities Team on MS Teams. You can email:



**Karen Pothin**  
Your Societies Coordinator

[k.pothin@ulster.ac.uk](mailto:k.pothin@ulster.ac.uk)



**Cathal McArdle**  
Your Volunteer & Events Coordinator

[c.mcardle@ulster.ac.uk](mailto:c.mcardle@ulster.ac.uk)



**Laura Horner**  
Your Student Activities Manager

[l.horner@ulster.ac.uk](mailto:l.horner@ulster.ac.uk)

Teams Channels:

[Magee](#)

[Belfast](#)

[Coleraine](#)

Or speak to us in person in the UUSU offices:

Belfast, UUSU Level 1 | Coleraine, The Bridge | Magee, MG Building (beside the bar)

READING MATERIAL	TASK	WHY	WHO
<p><u><a href="#">Society Rep Roles</a></u></p>	<p>Familiarise yourself with what is expected of you as a society rep.</p> <p>Be sure to use our MS Teams channel. It's where your Student Activities Team will communicate with you and where you can network with the other societies on your campus! If you haven't already been added to it, let us know!</p>	<p>We recognise that sometimes students accept society rep roles without fully understanding what is expected from each position so it's useful to brush up on what you are committing to.</p>	<p><b>EVERYONE</b></p> <p>Events and Activities Rep, Communications Rep, Finance Rep and EDI and Wellbeing Rep should be familiar with their own and each other's role and responsibilities.</p> <p><b>TOP TIP</b></p> <p>If you have additional society rep roles in your society, define what the role involves and let <b>Karen</b> know!</p>
<p><u><a href="#">Working With Others</a></u></p>	<p>Team work makes the Society dream work!</p> <p>Brush up on our suggestions for developing positive working relationships with your fellow society reps and your society membership</p>	<p>When engaging with others in an activity that you are all passionate about, it's not unusual for disagreements and issues to arise. Our guide is here to help you address any issues in positive way.</p>	<p><b>EVERYONE</b></p> <p>It's important for all society reps to realise the importance of working well with one another</p>
<p><u><a href="#">Code of Conduct</a></u></p>	<p>Consider the wellbeing of yourselves and your members.</p>	<p>It's imperative that we ensure the safety and wellbeing of ourselves and those around us. This applies to the all the events delivered by UUSU and our societies. Familiarise yourselves with our expectations.</p>	<p><b>EDI AND WELLBEING REP</b></p> <p>As EDI rep, you'll ensure the code of conduct is respected by your society members but all society reps should be familiar with what good conduct constitutes.</p>

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<a href="#"><u>Your Digital Presence</u></a>	<p>Ensure your society webpage and socials are looking fab for potential members. Check that all content is up to date.</p> <p>Follow this link for a step-by-step guide to <a href="#"><u>Personalise your society webpage</u></a>.</p> <p><b>TOP TIP</b></p> <p>Contact your <a href="#"><u>Societies Coordinator</u></a> if you don't have a society logo. We can help! We might also have your society social media log ins.</p>	<p>Students are always on the lookout for new societies to join! We direct enquiries to your webpages so make sure everything they'll want to know about you is there and they hit the "Join" button.</p>	<p><b>COMMUNICATIONS REP</b></p> <p>The society Communications Rep will take the lead on this, but all reps should contribute to the society's online content.</p> <p><b>TOP TIP</b></p> <p>Call a MS teams meeting to discuss it together online.</p>
<a href="#"><u>Society Meetings</u></a>	<p>Call the first official society rep meeting!</p>	<p>Regular society rep meetings are essential to support a well-run and successful society. While it's fine to meet informally, sometimes a more formal structure is required (such as for your Annual General Meeting) so it's good to be familiar with the process!</p>	<p><b>COMMUNICATIONS REP</b></p> <p>The Communications rep can do the prep work for this task.</p> <p>Call the meeting and watch how impressed the other reps are when it all flows professionally!</p>
<a href="#"><u>Society Finances</u></a>	<p>Get up to speed on your society finances!</p> <p><b>TOP TIP</b></p> <p>Last year's society reps might have left some money in the society account for you! Check with your Societies Coordinator, <a href="#"><u>Karen</u></a>.</p>	<p>All societies need money to deliver events and activities for their members. You'll bring in money from society memberships and UUSU grants but you need to know how to access this money!</p>	<p><b>FINANCE REPS, THIS IS YOUR AREA OF EXPERTISE.</b></p> <p>You don't hold all the purse strings though!</p> <p>Your fellow society reps should also familiarise themselves with the part they play in managing the society finances.</p>

READING MATERIAL	TASK	WHY	WHO
<a href="#">Event Planning</a>	<p>Plan your first event! Societies are encouraged to deliver their first event for society members as soon as the semester kicks off to give them a warm welcome!</p> <p>You can read up on the different types of society event <a href="#">here</a>.</p> <p><b>TOP TIP</b></p> <p>Last year's society reps were asked to complete an End of Year review. Contact your <a href="#">Societies Coordinator</a>.</p> <p>If you haven't been provided with this – it will give you a heads up on which events worked well in the past.</p>	<p>Great events take planning so get the ball rolling early. You'll need think of the day and time, the venue, advertising and much more!</p> <p>Follow the link to read more about <a href="#">online events</a> and delivering a <a href="#">society formal</a>.</p>	<p><b>EVENTS AND ACTIVITIES REP</b></p> <p>While the events and activities rep might take the steer with this, event planning is a real team effort!</p> <p>Your <a href="#">Volunteering and Events Coordinator</a>, Cathal is also here to help!</p>

## WHAT'S NEXT?

<a href="#">Society Annual Timeline</a>	<p>Have a look at what the year ahead holds for your society!</p> <p><b>TOP TIP</b></p> <p>It's never too early or too late to start planning. Try and bring all your society reps together as soon as possible to finalise the details of your welcome event and plan for freshers.</p>	<p>Our annual timeline is just a guide – you and your fellow reps will have you own plans and aspirations for your society.</p> <p>Check out your meeting timeline so you can see when we hope to meet with your society throughout the year so that you can plan it in!</p> <p>We hope you are feeling prepared for a year of fun with your society. We are here to help you every step of the way!</p>	<p><b>EVERYONE</b></p>
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<b>On Campus Training</b>  MG Tues 9th Sep MU125 CE Wed 10th Sep U012 BF Thurs 11th Sep BC00306	<b><u><a href="#">Sign up here!</a></u></b>  This session brings together all the society reps on your campus for an in person welcome, to life as a UUSU Society rep. Meet the team, visit our spaces on campus and get planning for the year ahead!	While it is so useful to swot up on all our reading material, nothing quite beats meeting face to face, having chats and getting energised for delivering fantastic societies at UU.	<b>EVERYONE</b>
<b>Online training!</b>  Wednesday 17th Sep @ 10am	<b>Sign up using link above (On Campus Training section)</b>  <b><u><a href="#">Join here!</a></u></b>  This session will take you on a step by step tour of your society mini site on uusu.org and will familiarise you with all the processes you'll need to run a successful society.	A lot of your society activity such a membership and promotion all takes place online so it's really helpful to understand the systems and processes we use.	<b>EVERYONE</b>
<b>Freshers Fayre</b>	<b><u><a href="#">Book your place at freshers' fayre here.</a></u></b>  	The most hotly anticipated event on the society calendar! You need to be here to showcase your society and let passers-by know what you are all about!	<b>EVERYONE</b>  You should all play a part in preparing for the fayre and encouraging students to sign up for your society.