

PREPPING FOR THE YEAR AHEAD!

This step-by-step guide will help you familiarise yourself with the essential resources in the Society Rep Toolkit, designed to support you become knowledgeable and confident in your role as a society rep.

You can work through the handbooks in your own time and at your own pace, but we recommend familiarising yourself with as much of this core guidance as possible. We'll bring your attention to other useful resources as the year goes on.

HANDBOOK	TASK	WHY	EXTRA INFO
<u>Society Rep Roles</u>	Familiarise yourself with what is expected of you as a society rep.	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.	TOP TIP If you have any additional society rep roles in your society, define what the role involves and let us know!
<u>Communicating with Others</u>	Brush up on our suggestions for developing positive working relationships with your fellow society reps and your society membership	When people come together around something they care about, disagreements and challenges can sometimes arise. This guide is designed to help you address any issues in a positive, constructive, and respectful way.	TOP TIP Teamwork makes the Society dream work!
<u>Code of Conduct</u>	Familiarise yourself with The UUSU Code of Conduct and understand the standards expected of you in your role as society rep.	The UUSU Code of Conduct helps ensure societies are safe, fair, and inclusive spaces for all students, setting clear expectations for behaviour and responsibility.	

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<u>Personalise Your Society Webpage</u>	Ensure your society webpage and socials are looking fab for potential members.	Students are always eager to discover new societies. We direct enquiries to your webpage, so ensure it clearly showcases who you are and what you offer, and makes it easy for students to click "Join."	TOP TIP Let us know if you don't have a society logo- we can help!
<u>Society Meetings</u>	Call your first official society rep meeting!	Regular society rep meetings are essential to support a well-run and successful society.	
<u>Society Money</u>	Learn about how to make money, access funding and how to spend it for the benefit of your members.	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 the ins and out of the processes!	
<u>Different Types of Events and Activities</u>	Plan your first event! Societies are encouraged to deliver a welcome event as soon as possible to bring their new members together.	Great events take planning so get the ball rolling early. You'll need think of the day and time, the venue, and the UUSU processes to get your event approved.	TOP TIP As soon as you have your event planned, let us know via the event proposal form

WHAT NEXT?

HANDBOOK	TASK	WHY	EXTRA INFO
UUSU Meeting and Events Timeline	Have a look at what the year ahead holds for your society!	This timeline is just a guide – you and your fellow reps can schedule in your own activities and events as well!	It's never too early or too late to start planning.

There's lots more info available to you in the Society Rep Toolkit as well as all our forms needed to run a society. [You'll find them here](#)

Your student activities team are here to help so feel free to get in touch at anytime:

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For convenience and a quicker response, you can contact us via Microsoft Teams using the app on your phone:

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