

Society Exec Welcome Training 2025-2026

1st July

*While we wait for everyone to join, please put
your name, society and exec role in the chat so
we can start to get to know you*



The Team

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To get hold of any of us, please email susocs@essex.ac.uk or come down to the Societies office (5.01) during working hours.



What is this training about ?

Agenda

This training is a chance for you to understand some of the basic processes and opportunities that you will encounter as a society. As well as what your role entails

This training will be recorded and the video will be sent after the session. We will also send the slides for you to refer back to.

- What is an exec role
- Society membership
- Constitution
- Society group chats
- Messaging admin
- Marketing supporting and website
- Open days
- Fresher's Fair
- Our services/support
- Q&A

What is an exec?

They are responsible for the day to day running of the society

An exec must:

- Check emails and respond to the Societies team
- Deliver the aims as set out in the societies constitution
- Provide members activities and events as set out in the societies constitution
- Ensure all activities adhere to the SU policies and procedures



What is an exec role?

It's a voluntary position to help run a society

There are 4 required exec roles to be a recognised society:

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Welfare Officer

These roles must be elected through an official online election, held by current students and they are volunteer roles.



President

The president leads their society and oversees all society activity.

They provide guidance and support to the rest of the executive committee, and ensure that the society has a clear direction and sticks to its objectives.

Responsibilities include, but are not limited to:

- Scheduling regular executive committee meetings, for which the president would act as Chair unless otherwise delegated to another exec member.
- Ensuring that the rest of your executive committee are supported and are fulfilling their roles.
- Ensuring that the Society is following the Student Union's Terms of Reference and Society Constitution.
- Being primarily responsible for representing the Society at all Meetings of the Societies department
- Representing the Society in all matters affecting its interests, including but not limited to communicating with the Students' Union, University or relevant external organisations
- Being responsible, alongside the society's Treasurer, for the finances of the Society and being accountable in respect of those finances to all Members of the Society and to the Student Activities department.



Vice President

The Vice-President primarily supports the President and ensures that everything within the society is running smoothly, especially when it comes to communication with members and administrative processes.

Responsibilities include, but are not limited to:

- Attending additional training provided by the Students' Union.
- Creating clear agendas for Committee Meetings.
- Minuting all Committee Meetings and circulating these to members of the committee.
- Coordinating the administration of the society and raising any questions or concerns with the Students' Union.
- Communicating on behalf of the Society and with Society members.
- Informing the Student Activities department staff of any proposed amendments to the society constitution.
- Stepping up to take on the responsibilities of the president when necessary.



Treasurer

The Treasurer manages the society's finances. This includes overall financial planning, being transparent and accountable with the Society finances, and ensuring that the Society generates enough income throughout the year to cover its costs.

Responsibilities include, but are not limited to:

- Ensuring that members have paid their membership fees.
- Attending mandatory training provided by the SU throughout the year.
- Reviewing the Society's finance reports to keep track of all income and expenditure and providing regular updates to the committee.
- Working closely with other members of the committee when planning events to create budgets and keep track of spending.
- Reviewing and signing off society expense claims of under £50 in a timely manner.
- Working with the Student's Union with regard to any potential sponsorship agreements for your society.
- Ensuring that the society adheres to the financial policies and procedures



Welfare Officer

The Welfare Officer is responsible for the safety and welfare of the society. They provide guidance, support and signposting to their society members, responding to welfare queries and conflicts, within agreed boundaries.

Responsibilities include, but are not limited to:

- Attending or familiarising themselves with the relevant Student Activities welfare training, in order to know how to best support members of the society who are in need
- Signposting members of the society to the correct services (across campus/online etc) in respect of their need
- Ensuring that the society's activities are welcoming, accessible and inclusive for members
- Acting as the point of contact for any conflicts within the society and deal with issues with the support of the Executive committee, or escalate the matter(s) to the Student Activities Department if a resolution cannot be agreed upon internally with the society



Non-required exec roles

These are additional volunteer roles required to support the societies functions and activities e.g. Social media officer

These roles can be tailored to your society's needs

These roles must also be elected through an official online election

If you need extra roles at any point, discuss as an exec, write a role description and email susocs@essex.ac.uk with your request and the details.



Benefits of being an exec

Being part of an executive committee brings benefits both short and long term. In terms of running events, you are allowed to:

- Book rooms
- Book card machines
- Borrow equipment
- Have access to your society's admin page and edit your website
- Monitor and access the Society's finance account

Additionally, it helps to:

- Build your CV
- Get endorsements
- Accumulate hours for the Big Essex Award



Elections and changes to your exec

If at any point in the year you wish to add an exec role, you must contact us susocs@essex.ac.uk so that we can set up an official byelection for that role.

Hopefully you will all feel supported in your roles, but if an exec steps down from their role, that person must notify us of their decision in writing. We would then set up a byelection to fill that vacant role.

You may not hold your own internal elections or simply choose someone to fill a vacant exec role.



Constitution

A constitution is a document all Societies must submit at the beginning of the year stating what the Society's aims are, how much should the membership cost, the responsibilities allocated to each executive member and any affiliations the Society might have.

We will use this document for reference throughout the year, to ensure the aims of each Society are being met and everyone is playing their part.

The deadline to submit via email is Friday 18th July @ 9am



Constitution

If you decide to add an additional role that has not been elected yet, tell us so we can run a byelection in October.

We will be uploading your constitution to the resources tab on your society page so that members are able to see it.

If you do not send us your constitution, your membership will not be on sale. As soon as we receive it, we will put your society membership on sale.



Society memberships

Membership for this academic year will go live on 1st August!

You can find your membership by going to your society page and clicking the 'Join' tab. [Find a Society \(essexstudent.com\)](https://essexstudent.com)

Go buy your membership now (even if the membership is free)! Once you have your membership, we can grant you with admin rights.

If your membership is not showing, it is because you have not sent us your society constitution



Society memberships

Even though you were elected as an exec, you still need to purchase your society's membership

If by Monday 6th October, you haven't bought your membership, your role will be revoked and will be open for byelections.

If your membership is not showing on your webpage, it is because you have not sent us your society constitution



Society memberships

Benefits of charging a membership:

- Building your finances to create better events for your members.
- Be able to have member vs non-member tickets at events.
- Have backup funds if equipment is needed
- Be able to afford more elaborate events



Equipment for your events

We own a variety of equipment you can borrow for Societies events. You just need us to let us know beforehand so we can reserve it for your Society. The equipment includes:

- Water urns
- Tea lights
- Board games
- Colouring books
- Markers
- Paint and paintbrushes
- Spin wheel
- Bingo



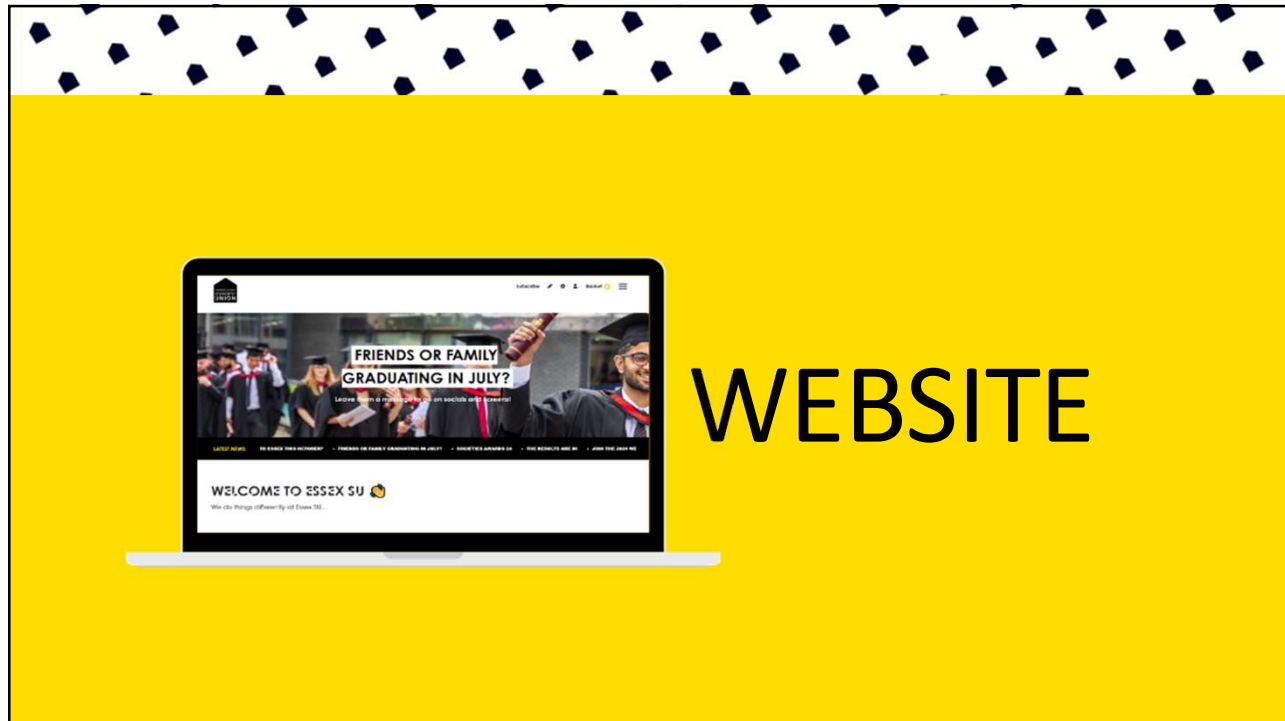


Marketing support

Su marketing

SU Marketing manage:

- Website
 - Social media – all essexsu accounts plus some sub-accounts
 - Tag @essexsu in Instagram stories and we will reshare
 - Email – weekly all student email
 - Digital screens – stairs between square 3 & 4
 - Poster sites
-
- **To be featured on any of these areas, please send your request into susocs at least a month before the event**
 - **SU Marketing will provide support dependent on relevancy and capacity**



- The main hub page Sport/Societies lives under the Opportunities tab
- Exec members have access to:
 - Edit details on your group's page
 - Add events to your group's page
 - Add events to the What's On page

Event listings

- You need to add the following information:
 - Name
 - Dates
 - Short description
 - Location
 - Always tick society event/sport - ignore all other options
 - Image
 - Event description
- For tickets, please email susocs/blades



SU Engagement

6th August 2pm - 5pm

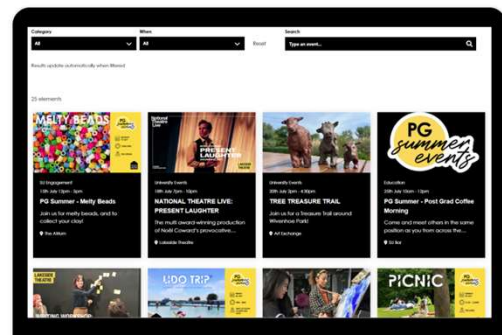
PG Summer - Lawn Games

Join us by the Lakes for some traditional lawn games!

📍 By the lakes

WHY ADD TO THE WEBSITE?

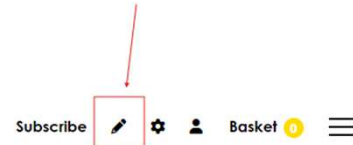
- What's On page is always in top 5 viewed pages
- Best platform for getting seen by the most students
- Staff browse this page to find events to help promote



How to use messaging admin

Messaging admin is a great way to communicate with all members, and may reach those who have not joined any social media pages or groups chats you have.

1. Go to your society page
2. Click on the edit icon in the top right corner
3. Select '[society name] admin tools'



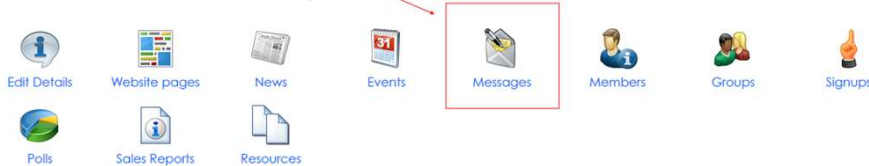
CONTROL PANEL

Latin American admin tools
Edit Latin American resources
Edit Latin American events



How to use messaging admin

4. Select the messages icon



5. click 'send email'

MESSAGING

Back to admin tools Send email My Message Centre

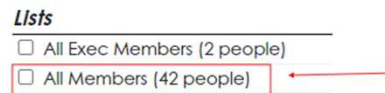


How to use messaging admin

6. click 'add recipients'



7. Add all members



8. Add your subject line, type your email and press send



Society group chats

It is up to you whether you have a society group chat and where you host this (e.g. WhatsApp, Discord etc).

Having a group chat is a really good way to communicate with members and promote events and opportunities.

If you do set up society group chats, we expect the exec to moderate their group chats and be admins.

We recommend you have a separate chat for exec only and an additional members chat so that planning can be kept separate.



NEW: exec group chat

We have created a new what's app broadcast chat to send important communications to all Society execs at a time.

You will not able to respond through this chat so if anything arises, please comes to our office or email us.

Join by scanning the QR code

<https://chat.whatsapp.com/CvqdosCsrwZGU0DozbmAVU>



Open Days

Chance for prospective students to see what life is like here at Essex and to showcase the clubs and societies they can become a part of

1000-2000 guests attend

Guests can speak with academics, attend talks, go on campus and accommodation tours and take part in fun activities across the squares

We usually look for a mix of 8 societies and clubs to come and attend our Open Day so guests can see what they may like to join if they choose to study here



September and November Open Day

Saturday 20 September and Saturday 8 November, 9am-4pm, Square 3

- Stand set up by 8.45am (this a requirement of receiving payment)
- We provide 1x gazebo, 1x table and 1x chalkboard
- We can provide a small budget to assist with props or prizes (sweets etc)
- A risk assessment 2 weeks in advance on the event

£150 donation for each society/club that is selected to attend an Open Day

Exciting stand which reflects what your society is about. Bring posters, giveaways, equipment, props – anything that stands out!

Engaging, enthusiastic and proactive in starting conversations to make guests feel welcome and excited about the things your society does



September and November Open Day

How to register your interest for open day:

- 1) Complete the following type form: <https://essexsu.typeform.com/to/DeJAxRi9>
- 2) Complete and attach a risk assessment for your stall (a template will be shared via email to use)

Deadline to apply is: Monday 18th August @ 9am

Stalls will be allocated out after this date. Stalls are not guaranteed due to the amount who apply. You will be emailed if you have been successfully allocated a stall for either date.



Fresher's Fair

Fresher's Fair will take place on **Friday 3rd October 12pm – 4pm** (with a quiet hour 11-12pm)

This is a great opportunity to promote your society to new and existing students, and encourage them to become members.

Also a great opportunity to promote any welcome events you have.



Fresher's Fair

Every society will be allocated a stall at Fresher's Fair, you do not need to sign up.

We ask that you aim to have as many exec at your stall as possible, but two of you need to be there at any given time.

Performances – there will be the opportunity to sign up for a performance slot

<https://essexsu.typeform.com/to/FrSEFs4I>



Fresher's Fair

Stall contents:

You can choose how else to decorate your stall. Some societies have small freebies like sweets, some have quizzes or activities to engage with people.

We will provide you with a poster for your society stall, which displays a QR code to your society page on the SU website, where students can buy your membership.

All Gold standard societies will receive these additional items:

- 1) Gold standard tablecloth
- 2) Acrylic frame to display your standard certificate (we will print a copy of this)



Training sessions

- **Finance training:** August TBC (Presidents & Treasurers)
- **Events Training:** August TBC (Vice President, Treasurer and any events officer roles)
- **Risk Assessment Training:** August TBC (Vice President & Welfare Officers and any events officer roles)
- **Welfare Officer Training:** Term 1 TBC (Welfare Officer & President)



Q&A

We now have time for some questions.

If your question is very specific to your society, please email us or come see us in **5.01**.

These slides will be sent out after the meeting and will eventually be available at [Societies Toolkit \(essexstudent.com\)](http://essexstudent.com/SocietiesToolkit)



Thank you!

