Clubs and Societies Induction

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Session Overview

- Setting up and running a club
- Office bearers responsibilities
- Publicising your club
- Room and mini bus hire
- Dealing with difficult situations
- Safety issues
- Bank Accounts
- Grant Process
- Other sources of funding
- Working with the SRC
Setting up and running a club

• Please make sure that there isn’t an existing club that does the same thing as you!
• If you are newly creating a club and/or don’t have experience of what is involved, we have some thought starters for you at https://www.glasgowstudent.net/clubs/start-a-club/
• All charity/campaigning etc. clubs and societies must clearly demonstrate that students have the active role in organising and running events in SRC affiliated spaces
Office bearers responsibilities

• Minimum of three office-bearers (President, Treasurer, Secretary)
• Matriculated students of UofG
• Responsible for club ‘direction’, finances, meeting affiliation and grant deadlines
• Updating Anne Bankier with names of incoming Office Bearers
• SRC re-affiliation each September
Recognition for being an Office Bearer

• You will be asked to provide a reflective account of your involvement in order to receive HEAR

• Remember! Ensure at handover period that the SRC are updated on new exec, and their contact details
Publicising your club

• SRC Welcome Point screen displays
• Send an electronic copy to clubsandsocs@src.gla.ac.uk.
• Image file (such as .jpeg or .tif), landscape format
• Fresher’s Week fair: Clubs/Socs usually get only one day
• Use social media – link to @gusrc/ GUSRC on FB
• SRC Library Space – booked via Rose Marshall
Publicising your club cont’d

- [https://www.glasgowstudent.net/clubs/](https://www.glasgowstudent.net/clubs/)
- You have up to 250 words to advertise your club/society. Be creative and descriptive.
- Send your copy to clubsandsocs@src.gla.ac.uk
Room hire

• Williams room is available for £75 deposit (refundable) Holds up to 80 people.
• Has AV equipment and can be set up flexibly
• NO food or drinks
• Eligible to book rooms through the University (CTT). Three office bearers can be nominated to book rooms. Rooms can only be booked using the generic club email address as contact.
• Room bookings at the Unions. Require separate affiliation with the Unions.
Minibus hire

- Free hire for SRC-affiliated clubs and societies (£200 deposit required)
- 2 current students over 21 with full, clean British licence must pass University minibus test
- Both drivers must be on the bus when it is hired
Hiring a minibus cont’d

• The minibus can only be hired by the society, for society activities.

• After use, all fuel must be replaced and paid for by the society.

• If something goes wrong, the President and the office bearers will be held responsible!
Dealing with problems

- Your club/societies responsibility to anticipate how you will resolve internal issues
- Consider making a specific clause in your constitution.
- Best to find amicable solutions “in house”
- The SRC can’t be involved in arbitration
Being safe/managing risk

• Your responsibility to think about any risks involved in your activities, and how you will minimise these.

• You are not covered by the SRC for insurance and will have to organise your own public liability/travel/etc cover.
Grants process

- Considered fortnightly
- Must be made in advance of your event
- If your application is for £200 or more, you will be asked to come along to an informal meeting
- No gifts for speakers, alcohol, trips, meals out, non-essential committee clothing.
- SRC can make the payment for you if the supplier invoices us – this can only be done by prior arrangement
- We now offer a loan for any fundraising event and will expect you to demonstrate your plan to repay this in the given time frame
Grants Process & Claiming

• Quality of proposal and impact on equal opportunities and inclusion
• The club/society’s capacity to manage money
• SRC budget for clubs and societies
• Contribution to SRC’s overall strategic objectives
• All grants awarded must be claimed by 30th June 2017.
• Provide a proof of display of the SRC logo when required. If your claim is food related we need proof.
• No grants can be paid without a receipt or invoice.

• SRC can make the payment for you if the supplier invoices us – this can only be done by prior arrangement
Bank accounts & financial transparency

• To apply for a grant you must have a bank statement, in the name of your club/society within the last 2 months.

• Ask to open a Treasurer’s Account – requires 2 signatures.

• Some banks won’t allow ‘Glasgow University’ or ‘GU’ in the name. Avoid if possible.

• SRC reception can provide affiliation proof by emailing clubsandsocs@src.gla.ac.uk

• The Treasurer should be able to provide a record of the accounts to members at the AGM
Fundraising

- Important to think of sustainability
- Annual membership fees
- Chancellors Fund - Apply through the University. Applications need to demonstrate their value.
- Various criteria, such as: promoting academic developments, enhancing the learning environment, enhancing University experience, enhancing the physical and cultural heritage of the University.
- Bake sales on campus – Lee.McClure@glasgow.ac.uk
- Other fundraising ideas contained in the Clubs & Societies Handbook
Working with the SRC

• Fresher’s/Re-Fresher’s Week
• International Women’s Week,
• Volunteer Week 13 – 17 Feb 2017
• Volunteering, Clubs and Society Awards, 17th Feb 2017
• RAG Activities throughout the year
Contact information

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• Rose Marshall, SVSS Coordinator  
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• Anne Bankier, PA to the Permanent Secretary & Administrator  
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