

## **VOLUME THREE – BEING AN EFFECTIVE OFFICER IN A CLUB OR SOCIETY**

### **SESSION 2** The Unions' systems and procedures

#### **Skills Covered**

- General awareness

#### **Aim of the Session**

This session aims to outline the various rules, systems and procedures which the union sets down for clubs and societies.

This is a crucial part of the programme; you may wish to make it compulsory for clubs and society officers to attend. However, there is the potential for it to be a little 'dry' – so it is important you keep energy levels high and are positive throughout.

#### **Learning objectives**

By the end of this session participants will be able to:

- state the importance of rules and procedures
- describe the key procedures relevant to their particular club or society
- identify sources of guidance and support within the students' union and institution.

#### **Method**

This exercise will involve a short introduction in plenary, group discussion, a debrief and trainer talk in plenary and a quiz. It is **A** rated.

#### **Resources required**

- Flipchart & pens (at least 5)
- OHP (if slides have been produced)
- Handouts (if prepared)
- Quiz sheets
- Small prizes (eg cream eggs) – enough to give all in small group (eg 6)
- One trainer per 25 participants

#### **Suggested timings**

- |                             |                      |
|-----------------------------|----------------------|
| • Introduction              | 5 mins               |
| • Group work                | 15 mins              |
| • Debrief                   | 10 mins              |
| • Trainer talk              | 15 mins              |
| • Questions                 | 5 mins               |
| • Quiz                      | 10 mins              |
| • Summary                   | 5 mins               |
| • <b>TOTAL RUNNING TIME</b> | <b>1 hour 5 mins</b> |

#### **Running the session**

- 1 Start the session by outlining the aims and learning objectives of the exercise. Explain how the session will run, ie the methods you will use and what skills you will be developing.
- 2 Tell the group that in a moment you will split it in two and that you would like the subgroups to discuss:  
  
A What is the purpose of rules, systems and procedures for student clubs and societies?

B What areas do these rules, systems and procedures need to cover?

- 3 Split the group into two, hand out two pieces of flip paper and pens to each group, check they are clear about the task and announce that they have 15 minutes. Emphasise that each group will need a reporter to feedback on the group ideas. Tell each group where they will be working.
- 4 Allow the groups a few minutes to get settled then visit to check they are underway. Before the end of the group work, revisit the groups to remind them to choose someone to give feedback and to ensure they return to the plenary on time.

### **Debrief/Discussion**

In order to facilitate discussion, start by asking one of the groups to give feedback on the first question. Then ask the other group to agree/disagree and present any additions. Ask this second group to present any additions.

When asking questions of a group, always make sure you have some form of answer.

Below are the suggestions of how the groups may respond in order that you can formulate your own ideas to generate discussion.

#### **Question 1**

What is the purpose of rules, systems and procedures for student clubs and societies?

The list may include:

- To ensure clubs and societies are treated equally/fairly
- To ensure clubs and societies are democratically run
- To ensure their activities are legal
- To ensure clubs and societies activities are as safe as possible
- To ensure students have equal opportunities to participate in a club or society
- To prevent problems/a chaotic free-for-all.

#### **Question 2**

What areas do these rules, systems and procedures need to cover?

The list or mind map (brainstorm) may include:

#### **Elections**

- How many posts
- Procedure for nominating/standing
- Notice to members
- Method of voting

#### **Finance**

- Applying for a budget
- Paying in money
- Paying out money
- Procedure for buying goods

#### **Safety**

- Risk assessment
- Procedures for trips
- Driving minibuses
- Putting on entertainments/events

## Others

- Procedure for photocopying
- Rules regarding poster boards etc
- Booking minibuses

The key point that needs to come out from the debrief is that rules, systems and procedures are essential to ensuring activities are legal, safe and non-discriminatory. They ensure that clubs and societies are treated fairly and that none receive special treatment.

- 5 Tell the group that you (or ideally the union officer with responsibility for clubs and societies) are now going to talk through the students' unions particular rules, systems and procedures.
- 6 Explain when participants will get the opportunity to ask questions eg during the lecture, or at the end.

When preparing for the lecture, it is important to brief the speaker and ask them to cover the following points in their talk. If no speaker is available, or if you wish to deliver the lecture yourself, please ensure you have undertaken the necessary research to be able to cover the following points:

- What are the written rules, systems and procedures which apply to clubs and societies>
- Which union staff or officer do clubs and societies officers need to see to do the following:
  - book a minibus or coach
  - order some food or drink
  - book a meeting room
  - get photocopying done/mend the photocopier
  - send a fax
  - book a DJ or PA equipment
 (NB not all of these may be SU staff or officers)
- Any other key information that clubs and societies officers need to know.

Ideally much of this information will already be gathered together in a union publication, such as a clubs and societies handbook.

- 7 After the lecture and any questions have been answered, announce that you're now going to run a brief quiz on clubs and societies.

Split the group into smaller groups of 4-6 and tell each group that they have to make their own particular noise before they answer a question:

You can choose from a range of noises:

- Farmyard animals (cow, cockerel, sheep, etc)
- Other animals (pets, zoo animals, etc)
- Mechanical sounds (train, microwave, etc)
- 'made up' sounds ('p...p...p...ping pong', etc)

The quiz itself should have a mixture of club and society trivia questions interspersed with questions testing their memory of the rules, systems and procedures. Ensure you ask a range of clubs and societies questions and that you don't favour one over the other.

If you are able to spend longer on the quiz you can be as creative as you like and mix in drawing/music/picture rounds. If you do this it is useful to have a helper score these while you continue with questions.

Give out the small prizes to the winners at the end. If you like, you can also give the losing groups a small prize, for example you can say:

*"I also have a small prize for the losing groups. It is a bronze medallion, beautifully engraved with the Queen's head."*

After the dramatic build up, you give each group a penny.

### **Summary**

Take five minutes at the end to re-cap on the points made and emphasise the importance of clubs and societies sticking to agreed rules, systems and procedures. Remind them that breaking these can have serious consequences.

### **Close the Session**