**UWS Students’ Union**

**Societies Exec Committee Meeting**

**Thurs 18th Feb 2021, 3pm-4pm**

**Attendees**

Clare Hunter, VP Student Development (CH) - Chair

Sarah Anderson (SA)

Ellie Gomersall (EG)

Gordon McIntrye (GM)

Irina Pelc - Engagement Coordinator (IP)

Jamie McDowall, Student Opportunities Coordinator (JM) - Clerk

**Agenda**

1. Welcome from Clare Hunter
2. GDPR Guidance
3. Online Communications
4. Online Events
5. Social Media Captions Policy
6. Society List on Website
7. Society Funding
8. AOB

Red text indicates action points to be followed up

**Welcome from Clare Hunter**

* Welcomed Gordon to the committee
* Introduced Irina who was invited to the meeting to explain the online society events she will be organising

**GDPR guidance**

* CH: How can we share GDPR guidance with societies effectively?
* Everyone who is involved in running a society needs to know about this. It’s really important but also really dull. We should keep it simple; share the guidance and create a quick quiz to check students have read and understood it. There’s no point in trying too hard to make it interesting.
* SA: Can we have an opt in training session? This would ensure the guidance is accessible.
* CH: Yes we can do this (we delivered this session to our volunteering team last week).
* SA agreed to go through training slides to check they are accessible.

**Online communications**

* CH: Can the committee create society guidance for effectively using online comms?
* EG: It would be good to create guidance. Eg:
	+ How to get a group chat going
	+ How to manage safeguarding (there have been a few safeguarding issues this year, where the society president was hesitant on how to handle the issue)

It would be good for committees to have this guidance.

* SA: The same issue happened in another group. This group had pre-agreed guidelines, which was helpful
* EG: The Union already has a Safe Space policy, although it is hard to find or access. It would be better to base guidance on this, rather than each individual society creating guidance. Can we have this similar to the GDPR guidance, where society committee members have to acknowledge they have read and understood it?
* JM: We have most of the information already in place for this. I will bring it all together and get your input.
* CH: What other guidance can we give on making online comms more enjoyable and engaging?
* EH: It’s hard to give general guidance on making things enjoyable but it can be done eg. making sure people respond to messages. Of the societies I’m involved in, it’s been easier for the bigger ones to have success.
* GM: It can be difficult and has been with the Mature Students Group. I agree that we should have an opt in option for training, rather than something people just quickly gloss over.
* CH: I’ve had similar issues getting students to engage with the Parents & Carers Society.
* GM: It’s different finding what works for different people.
* SA: When we have organised activities with the Mature Students Group, it has been good but societies need help with organising things and encouraging people.

**Online Events**

* CH: That leads us onto the events the Students’ Union are organising to support societies.
* IP gave overview of Taskmaster and Programme Get Together events, how societies can get involved and what the benefits are.
* SA: The Social Work Society have booked our Taskmaster event for next week. Can people attend but not take part?
* IP: Yes
* SA: We might encourage fancy dress for added fun!
* EG: Some societies have been really keen. Others are doing it for the money we receive for taking part and it’s been difficult to get enough people for this. Cn we adapt the prize money do you get a reduced amount for four students attending, instead of requiring eight?
* JM: We won’t be changing this. The aim of the events is to encourage and help more society members to get involved in activities, rather than the same few students who take part in everything. The funding for prizes is being used to reflect this aim and to reward engagement.
* EG: People are hesitant because not many are committing to attending. They would if they know others will take part.
* CH: We will be posting photos and videos of each event on social media to help promote it.

**Society Funding**

* CH: Societies have been spending very little money and have hardly applied for any funding
* SA: Can we apply for merchandise funding support outside of the Taskmaster funding?
* JM: Yes
* SA: How so Union events (Programme Get Togethers) differ from society led events?
* JM: Based on last term, where a lot of societies struggled to run online events, we are being proactive in helping organise events for societies. This means all they need to do is encourage people to attend. These events will also provide practical examples and guidance on how to run online events.
* CH: If we get more societies signed up for Taskmaster events, are the committee happy for us to use money from the societies budget to ensure they all receive the support for graphic designs and merchandise?
* All approved this.

**Social Media Captions Policy**

* JM (CH briefly lost internet connection): We need to create guidance for the Social Media Captions Policy. Who can work with Hannah to create this?
* SA: I’m happy to do this.
* EG: I can share the subtitle software I use.

**Society List on Website**

* CH: It was highlighted in Societies Council that our filters for the society list on website need updated and tidied up. Can someone work with Jamie to update this?
* EG: I’m happy to do this.
* SA: There are similar issues with the What’s On page.
* JM: We will sort that at the same time. We could also arrange the society list to prioritise the fully affiliated societies. Would you like us to do this?
* All approved this.

**AOB**

* CH: It would be good if we can decide a way for this committee to keep in touch easily. Could we set up a Whatsapp group for this?
* EG: I’m happy to use Whatsapp but I know some people don’t like using it. The Microsoft Teams group for Student Reps has been really good. Can we do this for societies?
* All agreed on setting up a Teams Group.
* CH: We will get this set up.
* CH: We will organise or next Council and Committee meetings using Teams.