



Committee Info Guide

2020-21

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Introduction



*Congratulations on your election! You worked so hard pulling together a manifesto and encouraging your fellow students to vote. You're now part of a community of ~2,000 student group committee members, chosen to represent, empower and organise activity for our students. **Now's your time to start making change for your Student Group!***

But first, have a flick through this guide. It's full of useful information and tips for making the most out of your year on committee. This guide is your go-to for things like finances, elections and recognition systems.

- Georgina Pittman, Activities Officer 19-20



*Congratulations on being elected into your role on committee for your sports club! I would like to thank you for volunteering your time to your club and I hope you have an enjoyable and successful year. You're now a leader of your student group so remember to carry out your duties as best you can and there is always staff available to help you. **Good luck and have a great year!***

As committee members for sports clubs, you will have received online training delivered by both the SU and UoN Sport. This will be available for you to refer to throughout the year, however the Societies and Sports Team have created a useful guide full of information regarding SU processes and information that can support the development and management of your club.

- Millie Doherty, Sports Officer 19-20

If a question pops up during the year, you should check out this guide first to see if we've answered your question here. If you still need more information, contact your Development Coordinator/ CDC (or whichever SU member of staff you engage with!) or email socsportadmin@nottingham.ac.uk .

Equally, if you need officer support, you can reach out to any of us via email or social media. There are [15 officers elected at UoNSU](#) to represent and empower students. We have seven part-time officers, who represent students alongside their studies, and eight full-time officers, who take a sabbatical year out of studying to support you.

What does it mean to be a Student Group?

Benefits:

- Access to [room bookings](#) to book spaces for group activity
- A **group bank account** to help manage funds for group activity
- Access to **Core Funding** and **Development Funding**
- SU **staff support**, including Sponsorship and events
- Digital publicity through official SU channels, e.g. **screens** in the Portland Building/the Barn, **SU website** and **social media**
- Physical publicity during **Welcome Week** and **Refreshers Week** through the Get Involved Fairs and Try-It sessions
- Political representation through an elected committee that oversees group activity and dedicated SU Officers

Expectations:

- Group activity is organised in a fair and transparent way, accessible to and inclusive of all University of Nottingham students, in line with the SU's [Articles](#) of Association
- Engagement in the democratic processes of the SU, e.g. electing committee members, promotion of the SU elections periods and fair and transparent endorsement of candidates (see Democracy and You section!)
- Abidance of the [Code of Conduct](#)

What is Your Students' Union?

As a student at the University of Nottingham, you are automatically a member of the University of Nottingham Students' Union. We are a community of over 34,000 students and, whilst the University provides you with opportunities through your studies, we provide opportunities for engagement through extra-curricular activities!

There are three key parts to UoNSU: get involved, make change and find support:

- **Get involved:** giving students the platform to engage with 270+ Societies, 200+ volunteering opportunities, 70+ Sports Clubs and 8+ Student-Run Services. You are one of these groups!
- **Find Support:** providing advice and support on key aspects of student life, such as welfare, finances and housing through our SU Advice Centre and some student group activity.
- **Make Change:** ensuring the concerns and experiences of students are represented through our democratic structures, committees and elected representatives (e.g. group committees and SU Officers)

Democracy and You

As a student's union, UoNSU is a democratic organisation, meaning we elect most of our representational leaders and ask for your thoughts in a lot of the change we enact.

How do student groups act democratically?

Every Student Group has a committee of elected members that organise different aspects of the group and its activity. Every Society must have a Chair, General Secretary, Treasurer and Wellbeing Coordinator (or their relevant equivalents).

Every year during the Spring Term, candidates for these roles must nominate themselves and put forward a manifesto containing ideas for change they would make in the role and listing any relevant experience that makes them suitable to the position.

There are also other ways to act democratically, such as asking your members for feedback on what they'd like to see from the society or holding a poll on what charity to fundraise for. There's plenty of room for creativity; **it's just about ensuring you are led by your members.**

What is Societies Council?

Every Society President must attend Societies Council, although it's open to all members. This is the democratic forum for all 270+ groups to provide feedback, discuss ideas and vote on relevant policies to spark change in the SU. Societies Council elects its own representative committee to make some decisions on its behalf. This is the Societies Executive Committee and it makes decisions on such things as [new group affiliations](#), [Society Successes](#), [STARS](#) and [Activities Awards](#).

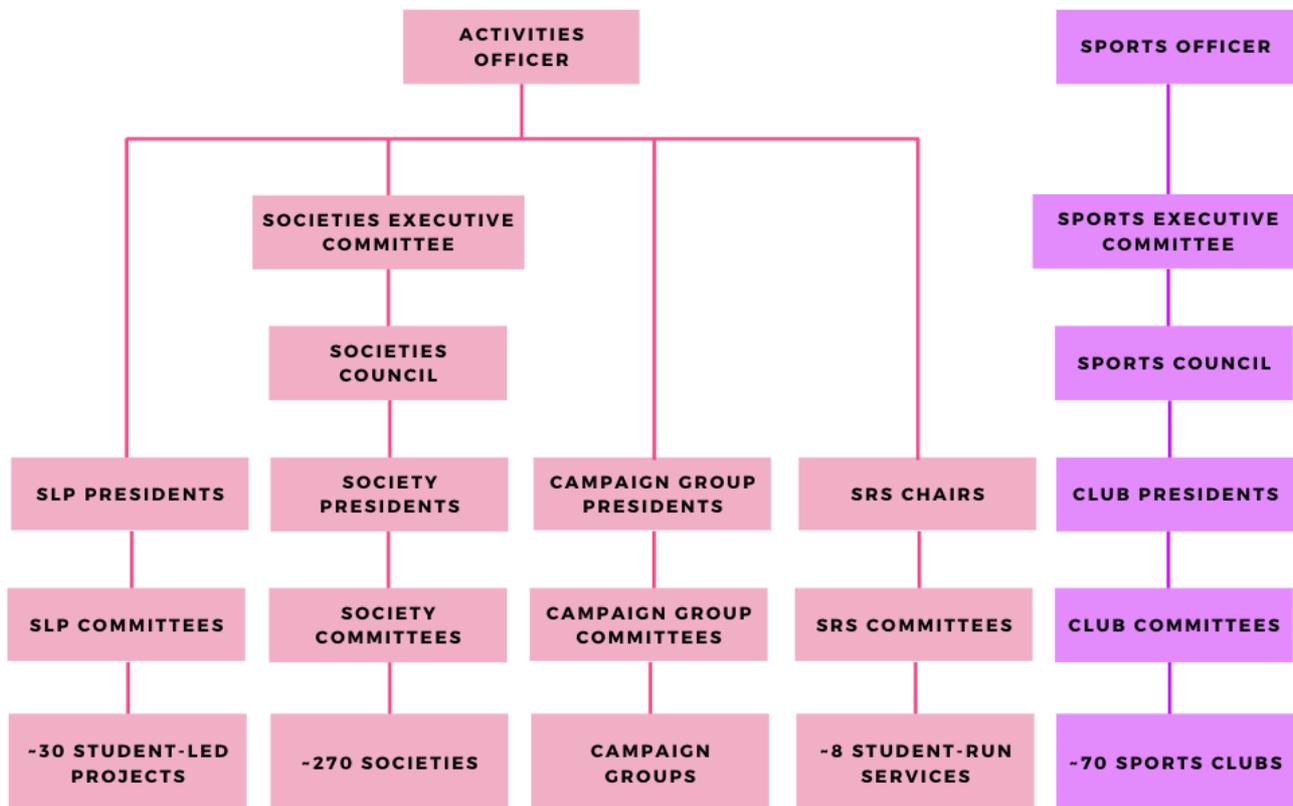
Meetings of Societies Council happen roughly twice a term. If a President can't attend for whatever reason, they must first attempt to delegate attendance to another committee member or society member. If no-one can attend, they should complete the [Apologies Form](#) to let us know you.

What is Sports Council?

Every UoN Sports Club President must attend Sports Council, although the meeting is open to all members. This is an opportunity for Presidents to provide feedback and discuss significant issues they are currently facing. Each Sports Officer will run their Council slightly differently, but the meetings are always an important democratic forum where attendance is compulsory. Meetings occur at least once a term, and if your club President cannot attend they must send apologies to the Sports Officer in advance of the meeting and attempt to send a deputy in their place.

Student Groups and Democracy

A CHART OF STUDENT GROUP DEMOCRATIC AUTHORITY AT UONSU



Compulsory Actions

As a committee member, there are some compulsory actions you must complete and guidelines you must adhere to before taking up your duties and running your Student Group. If you don't complete these then your group may be suspended or lapsed. We ask you to do these things to ensure that we are compliant with the law and with the governing documents of the SU (which are created and shaped by students).

Committee Details Form

We need each group to complete a form giving us all the details of the incoming committee. This is usually completed by the outgoing committee. Please check with them if this has already been completed before submitting a form yourselves, as we only need ONE form for the whole committee. [You can find the form here.](#)

This allows the SU to grant access to the website to relevant Committee members, allow Treasurers and Presidents to access eXpense365, and contact Committee on all necessary information throughout the year.

Training

All committees must complete mandatory online compliance training and fill in certain forms, including signing [Code of Conduct](#). More information can be found [on the SU website](#). The following training modules must be completed as soon as possible:

- [Health and Safety Training](#) - This must be completed by the President / Chair as a minimum, but we strongly recommend all committee members complete this.
- [Risk Assessment/Safety Review](#) – This must be filled out by the President, but is useful for anyone who may need to do a risk assessment. It outlines the activities and functions of your group so that we can ensure you are compliant with the guidance documents and insurance criteria.
- [Events](#) – This must be completed by the General Secretary /Equivalent and anyone else who will be organising events. We recommend any Social Secretaries also do this training. You will not be able to submit event forms until you finish this training.
- [Finance](#) – This must be completed by the Treasurer, but we recommend the President also completes this. You won't be able to reimburse group expenses until you finish this training.
- Welfare Training – This is essential for committee roles responsible for welfare/wellbeing, and details will be shared as soon as possible. It is not included in the initial compliance training. *This is usually done in person so may be influenced by impacts of COVID-19.*

Once you complete a Student Group training module, you will be sent an email with an award to forward to suonlineservices@nottingham.ac.uk as proof of completion.

Sports Clubs will receive additional training, and all information on this and how to complete it should be in your introductory email.

We also offer **Development Training** for Student Groups throughout the year, for members who would like to learn more on certain topics. Please keep up to date with the [web page](#) to see any updates on this. *Please note: these sessions may be affected by impacts of COVID-19.*

GDPR (data security)

As a Student Group, you must be able to keep all personal data (anything which could identify someone e.g. phone number, email address) confidential and secure. This includes not keeping paper records. It's ok to process, store and use your members' personal data to manage their membership with your group and to provide them with the activities you offer. They're a member of the SU and have purchased or signed up to membership of your club, expecting a service in return. However, you must ensure that all their records are on password platforms or on SUMS (our new website platform coming soon!). The use of data for anything other than the purpose it was collected for is a **prohibited**.

A good approach is 'Would you want people sharing your data? Protect others like it is your own'. Any person who feels there is an issue or breach MUST contact their Development Coordinator, which will then be escalated as needed

Top Tips for Student Groups to be compliant with GDPR

- 1) When sending emails to you members, BCC all recipients so email addresses aren't shared. However, where you are contacting a specific group of your members (e.g. a team) about activities they are all taking part in then it's ok share emails. Currently, the control panel on your SU web page has a function to email members without sharing email addresses, so please use this!
- 2) Avoid collecting and storing unnecessary personal data from your members. If you need to collect addition information then ensure you store it in a secure way and delete it as soon as it is no longer needed.
- 3) Do not process any sensitive personal data (relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or concerning a person's sex life or sexual orientation) from any members, there are very limited occasions where this is necessary and/or appropriate but always require explicit consent. If you would still like to process this information, please discuss it first with your Development Coordinator/CDC.

Constitution

All Student Groups should ensure they have an up to date constitution. You should have access to your constitution via your page on the SU website, or from the previous committee. If you don't, then please contact socsportadmin@nottingham.ac.uk .

Constitutions should be reviewed at your annual AGM. If you are a Society, you may wish to use the [template provided by the SU](#). If you are another type of group, you may wish to use this template for inspiration, and chat to your Development Coordinator/CDC about writing a constitution that's right for you. At present, there is no template for other Student Groups, but please let us know if this is something you would be interested in. Any changes must be voted on by members. The quorum for this vote will be written in your constitution.

Whilst social distancing measures are in place, and in-person voting is not possible, you should change your constitution by [requesting a referendum](#).

Roles and Responsibilities of Being on a Committee

With great power, comes great responsibility, so take note of the following....

As a committee member you should:

- Attend Student Group committee meetings and general meetings or submit reasonable apologies to the Chair (or President!).
- Complete relevant SU committee training, where indicated by the Union. (see the 'What you need to do' section).
- Act in accordance with the Student Groups [Code of Conduct](#).

What about if somebody else in the Student Group wants to help out?

If your constitution allows for this ([see our constitution template for Societies!](#)), you may delegate tasks to consenting Student Group Members outside of the Committee, including sub-committees, but you must let the Students' Union know of this, and ensure that those individuals have signed the Student Groups Code of Conduct. **Remember the committee is ultimately responsible for the running and compliance of the group.**

What if I want to quit my role on committee?

You should check your constitution to see if there is a process for resignation. We suggest that a committee member should resign by giving written notice to the Chair or General Secretary.

Specific committee roles and their responsibilities

You should always refer to your Student Group's constitution to see what is expected of you in your role, however, if you are a Society, our Guidance Documents and Society constitution template tell us that these roles must do the following things, and is generally a good template to follow with slight adaptations to suit other Student Groups:

Chair

- o This role is often referred to as the President, but we recommend the role name 'Chair' as it is more descriptive of the roles and responsibilities it holds.
- o As the Chair, you have overall responsibility for the Society, so make sure that the Society and the rest of committee are operating in line with the Union's compliance guidelines and processes!
- o You should chair General Meetings of the Society and meetings of the Society committee.
- o You should attend Societies Council, or send a member as your deputy, and ensure that the information is disseminated to the rest of committee.

Treasurer

- o As the Treasurer, you are responsible for the financial operations of the Society, and therefore should aim to ensure that the Society is not running a deficit at any time.
- o This role is usually responsible for the Society's funding applications, as well as organising fundraising activity where necessary.
- o You should also endeavour to organise deals or sponsorships for the Society where appropriate (see 'Finance').

Gen-Sec

- o As the General Secretary, you are responsible for the general administration of the Society, this includes the organisation of meetings including minute-taking and publicising all minutes to the Society's membership in an appropriately timely-manner.
- o You should also be responsible for the Society's official email address, ensuring that all committee members are receiving emails addressed to them.
- o This role will usually deputise for the Chair, unless a role of Vice-President is in the Committee.

Wellbeing Coordinator

- o This role is often referred to as a 'Welfare Officer' but we recommend this name as it more adequately reflects the appropriate roles and responsibilities it holds.
- o In this role, you should act as a point of contact to signpost Society members to appropriate welfare services, as well as liaising with the Students' Union to ensure that this information is accurate and correct.

What if a committee member isn't fulfilling their duties?

If a committee member isn't fulfilling the duties outlined in your constitution, you may wish to call a Vote of No Confidence (VoNC). The VoNC procedure will be outlined in your constitution, and you must follow this as it is written if you wish to remove a committee member, although it is worth discussing this with your Development Coordinator/CDC beforehand.

Remember that a VoNC can be distressing for the person involved, and try to follow the process with as much dignity and kindness as possible.

If you would like to see some example VoNC procedures, please see the Society [constitution template](#).

Code of Conduct

As a committee member of an affiliated group, you automatically agree to abide by the Students' Union Code of Conduct, a document which provides crucial guidance on what the SU considers acceptable behaviour. A link to the document can be found [here](#) . **All committee members should read the Code of Conduct and make sure that they understand it.**

An important thing to remember is that whilst you are on a committee, the code of conduct applies to any actions taken in your capacity as a committee member – be that messaging in Student Group social media chats, posting on Student Group social media pages, or attending your Student Group socials.

Any action which could put into question your ability to act responsibly and safely as a Committee Member could be seen as a breach of the Code of Conduct.

Any formal complaint about a Committee Member, be that from another student, member of the public, or SU staff, will be investigated following the procedures outlined in the Student Groups Code of Conduct byelaw. This includes up to 15 days' suspension from committee activity whilst the investigation takes place. This investigation is solely to find out more about the allegation and to get all the facts before deciding if a formal route is needed.

Depending on the incident, the university may also complete their own investigation in the context of the Student Code of Discipline, found [here](#).

At the end of an SU investigation, if the individual is found to have breached this Code of Conduct and the Union deems an informal resolution or written warning unsatisfactory, then the matter will be referred to the Code of Conduct Breaches Committee. This committee can enforce a wide range of sanctions.

If you would like to report a Code of Conduct breach, please get in touch with your relevant Development Coordinator/ CDC, who will raise this with their manager to begin the process.

Committee Disputes

Being on a committee can be tough, and sometimes disputes may arise. It is important to remember what you are on a committee to do – you do not need to be friends in order to run a committee successfully. Nevertheless, when problems arise, it is important to try and resolve them. We recommend the following approach:

1. If you have a problem with another committee member, talk to them in an open and respectful manner and try to reach a solution. Do this in person, as messages over social media can be misinterpreted and taken out of context. Remember to give the other person time to speak and consider their views. Set guidelines for how you will work together in the future, and keep communication open moving forward.
2. If you don't feel comfortable talking to the person yourself, bring the issue to your President/ Chair. They should then talk to the individuals involved and try to reach a solution. It is important that the President/Chair is aware of committee responsibilities and holds individuals to them – this means that it should be clear in your constitution exactly what you are expected to do, and all members should read this. Remember to also talk to your Wellbeing Coordinator (or equivalent) if the incident/ problem has affected your wellbeing. They are not there to resolve the issue but can signpost accordingly.
3. If the President/Chair does not feel comfortable doing this, you do not want to talk to your President, or if the issue is more serious, then email your Development Coordinator/CDC. They will then arrange a meeting with you to discuss the problem and the individuals involved. It is important to have an idea of what you want from the conversation and why you need the SU's help. Depending on the situation, your Development Coordinator/CDC will offer a range of solutions, varying from informal chats to formal complaints). They can also signpost accordingly if welfare issues are present.
4. If your Development Coordinator/CDC cannot solve the issue, or if it is a more serious problem, it will be passed onto managers in the SU, who may offer other informal solutions or launch a formal investigation (see the Code of Conduct section).

It's important to remember that the SU cannot solve all committee disputes. All committee members are adults and are expected to act accordingly. Nevertheless, if you need guidance at any time, then please email your Development Coordinator/ CDC.

Finance and Funding

Keeping track of your groups' finances is an important part of being on a committee. Whilst financial stability is the key part of the treasurer's role, it is crucial that all committee members are working together with available funds in mind to ensure financial stability.

This section will cover everything you need to know regarding money and finance. Before reading it is worth looking over our [Finance Team's guide here](#). There is also a Finance section of the website, [here](#).

When dealing with finances you will often need your finance code. This can be found by the Treasurer on the eXpense365 app on the top left (bottom 3 digits followed by top 3). If you do not know how to access the eXpense365 app, there is more information on the [website](#). If you're still having problems, get in touch with your development coordinator/CDC.

Organising events and other initiatives requires money, and there are numerous ways that a Student Group can raise funds.

Your main, continuous stream of funding will come from membership fees. This fee is whatever you feel best reflects what your members receive (£1 minimum for Societies and Sports). If you want to alter your fees, then fill in [this form](#). Bear in mind that your constitution is likely to require a General Meeting vote in order to change this – please check before filling in the form.

Membership can be purchased online through the SU website or in person at SU Reception on C Floor of the Portland Building. The SU also have some SumUp devices for portable card payments which can be loaned to groups for your activities, events, bake sales, or donations. Just go to SU Reception on C Floor of Portland Building if you wish to loan a device, but please give as much notice as possible. We are also in the process of setting up a JustGiving page to support your fundraising work and accept donations online. More details will follow in the Autumn term.

Financial Sustainability

It is important to consider how your group can run more sustainably financially, without the need for external funds. Here are some hints and tips on how to get there!

General Tips

Different funding streams

- As groups affiliated with the SU there are different funding opportunities for you, but being dependent on one stream of funding (e.g. sponsorship or Core Funding) could be risky.
- How about considering having some diversity in your income-e.g. fundraising for your group through a sponsored activity, having a bake sale, aiming to make a profit from events

Apply for sponsorship

- It's always worth trying to apply for sponsorship for the year, or getting a deal for a one-off event
- You never know what deals you could get! uonsuadvertising@nottingham.ac.uk are always happy to help with any queries you have, so don't hesitate to get in touch.

Run everything through a treasurer to ensure all the details are financially viable

- While you may have different committee members organising events, the treasurer should have the overall picture financially-so always check in before purchasing anything or signing any contracts. This should avoid going into overdraft because of other costs you weren't aware of.

Plan your year in advance with your treasurer and set budgets

- Go through the year and plan out what events/socials/activities you want to organise. This will give you realistic budgets for each event so you can plan your spending effectively
- Some events might run at a slight loss because you know that another event makes enough profit to cover it-but always do this deliberately rather than accidentally!

Check your membership annually

- If you have an annual budget of all your activities this gives you a better idea of if you want to change your membership fee.
- Just because your membership has been £5 for a decade, doesn't mean this should stay fixed.
- Don't be afraid to up your membership for £1/£2-this can make a huge difference. (make sure you check your constitution and you are following the correct process for this).

Events

Run realistic events

- When you plan an event and you need to budget for ticket sales, base this on last year's events, or similar events-don't assume you'll have twice the number of paying guests just because people have said they're interested- this doesn't always translate to actual ticket sales!

Make use of your fellow student groups

- For example, speak to First Aid Soc about hiring one of their First Aiders for an event, rather than paying for externals.
- Why not ask another society to perform at your celebration event? This will be much cheaper than hiring an external performer, and improves your collaborative working.

Run joint socials to share costs

- How about running a boat party or a trip to Harry Potter World with another group, so you can sell enough tickets to get a deal, or to make the coach cost cheaper per person? This is a great way to reduce cost, and work more collaboratively!
- Running joint socials with another group, often means much less risk of losing money because you're unable to reach the 'minimum numbers', always be strict about how realistic it is to hit this number, before booking.

Asking members to pay for activities even if it's free to run.

- Always break even and where possible make a profit. Your members are gaining from that great social you organised, so it's fine to expect a little more for the work the Committee does in bringing everybody together!
- Socials which don't actually cost you any money, are the best opportunity to make profit! For example, it's perfectly reasonable to charge £1-2 entry to a pub quiz which hasn't cost anything to organize. Why not run a raffle, with donated prizes from members or even local businesses, or promise prizes (e.g. 'x' committee member will cook you dinner), and sell tickets for £1 a strip? This is a really easy way to boost your funds a little.

Plan in advance, and always try to get a deal!

- A great way to make profit on socials such as bar crawls, is to contact venues in advance to see if they can do you some kind of deal, because of the amount of custom you're bringing! For example, selling a 'bar crawl' ticket to members for £x which might include free entry at some venues, or exclusive drinks deals. This is often really effective anywhere where you're making a large group booking, especially where they would prefer you to pay as a group.

Plan activities that are free to run!

- Not all activities and socials have to cost the world!
- How about getting involved in local events in Nottingham or visiting an exhibition/museum with your society. Getting together and socialising around a free activity is still a brilliant way to meet people and create a group community feel!

Merchandise and Tickets

Sell merchandise for a profit

- If you are buying stash for your members how about increasing the price so that you make a slight profit from this? (e.g. if you bought the jumper for £10 from Red Oak Roller, charge your members £11).
- Giving stash to your members for free is not sustainable, and because they are gaining something that will stay with them, it's perfectly ok to charge for this

Always charge for IMS membership

- For your members who are taking part in IMS teams, this is an additional great thing, and isn't free for your group-so shouldn't be free for individuals

Always remember to apply VAT e.g. to tickets

- VAT can add up! It's not always explicitly clear-so don't forget to check and factor this into your budgeting

Core + Development Funding

COVID-19 may mean that some funding info on funding applications is delayed or subject to change, but please keep in touch as we will update you all as soon as possible!

Typically, the main bulk of your funds from the SU will come from Core Funding which usually happens once every year in the summer term. Groups should apply for Core Funding for all existing activity central to their Aims and Objectives. All information on core funding can be found [here](#).

Development funding (**not applicable for Sports!**) is available up to three times a year. Groups should apply to Development Funding for money that's specifically for new group activity or to develop existing activity. All information on development funding can be found [here](#).

Other Sources of Funding

[Cascade](#) – The University runs a funding programme for larger student projects which benefit the student experience. They can fund up to £10,000.

Donations and Grants – Groups can accept grants from organisations and donations from individuals. Get in touch with your Development Coordinator to discuss this more.

[Community Chest Fund](#) – The University also runs a fund for events which have an impact on the local community (off campus). They can fund up to £500.

Societies Success (Not applicable to Sports!)- Do you have a Society success to share? If you attend Societies Council, then fill in [this form](#) for a chance to win £100 or £50 at Societies' council!

CapEx (UoN Sport Clubs only!)- Your club might be eligible for support if you need to purchase expensive pieces of equipment. Please discuss with your CDC.

Charity Events (UoN Sports Clubs only!)- UoN Sport offer an amount or facility in kind for Sports Clubs hosting events to raise money for charity. Please [contact your Sports Officer](#) for more details.

Hints and Tips

For all funding applications, make sure your applications are detailed and specific.

Try to consider these questions:

- How much do you need?
- What will it be used for? Include a cost breakdown
- Why do you need it?
- What difference would having the money make to your members?
- Why can't you use other funds accessible to your group?

It is always worth keeping a general log of income/outcome throughout the year, as the more evidence you can provide for the application the better.

You can always email your Development Coordinator/ CDC for any advice on Core or Development Funding.

Sponsorship

Another great way to generate funds and/or bring additional value to your Student Group and its activity is through sponsorship.

The SU has a dedicated Sponsorship Team which can help you pinpoint sponsors, build proposals and realise your Student Group's value. All information on sponsorship can be found [here](#). If you would like to see what sponsors have historically engaged with your Student Group, please don't hesitate to reach out to one of the [team](#).

Important note: Don't informally or formally sign any contracts and/or paperwork regarding sponsorship until our team has approved it. This is to safeguard all parties involved.

Paying for things

So you've secured your Student Group some funds – how do you use them?

There are 2 main ways to pay for things:

1. Pay yourself and then reimburse yourself through the eXpense365 app. You'll need a receipt or invoice to attach. A guide to the app can be found [here](#). To minimise the cost to your group, please ensure all members keep claims above £10 and for multiple expenses 'add lines' to a claim rather than making lots of small, separate claims.
2. If the amount is large, ask the supplier for an invoice and send this to SU Finance for payment. **Note**- some suppliers may insist you raise a 'purchase order' first.

[Information on invoices + Purchase Orders \(POs\) can be found here.](#)

Any expenditure over £1500 will need be approved by your Development Coordinator/ CDC. This is common, and we might just ask you a few more questions.

We recommend that you use the eXpense365 app wherever possible, it's quicker, easier and cheaper for your group and for the SU. Just make sure your members are grouping their claims together for more than £10 as it costs over £1 to process each claim and yet we see so many claims for tiny values. We reimburse expenses frequently to make sure members aren't out of pocket for too long.

Financial Sustainability

A Treasurer's role is ensuring that the Student Group stays afloat and does not go into debt. If you are ever unsure if you can afford something, then check! Always keep an eye out for hidden costs and potential unexpected charges e.g. VAT being added separately.

When planning events, make sure you consider the rest of the year's activity and the legacy you want to leave the next committee. Going into debt can impact a Student Group for many years, affecting its reputation and ability to run some activity whilst they recover.

If a Student Group goes into debt, any Core Funding or other expenditure will be used to pay back the debt, before any further spending can take place. If you think your group might go into debt, please fill out an [overdraft request form](#) with as much detail as possible.

What is Welfare and Wellbeing?

The consideration of welfare and wellbeing is crucial to building community and supporting members of your group. Here is a quick summary of what supporting welfare **is** and **isn't**:

What supporting welfare and wellbeing **is**:

- Signposting to services and people who are professionally trained to find support (both within the university community and outside of it).
- Liaising with the SU Welfare and Wellbeing Team if in need of information, resources or support yourself.
- Engaging with or organising your own workshops, programmes, events etc. to inform and support group members.
- Campaigning for change in the SU, university or wider society.

What supporting welfare and wellbeing **isn't**:

- Being a counsellor or bearing the weight of everyone's problems; we have professional services to signpost for this kind of support.
- Being on-call 24/7 for everyone in need; this responsibility should be shared among the committee.
- A responsibility solely for the Wellbeing Coordinator (or relevant equivalent) or your group; there should be one member with more extensive knowledge of signposting services but everyone should look to support their members' welfare.

The responsibilities of a Wellbeing Coordinator on Committee

Some groups will have a designated role on their committee that is responsible for 'welfare'. This does NOT mean that everything welfare related has to go to this one person-the whole committee should be aware of what resources are available. This role will look different for each group, but here are some general guidelines to support you:

Training

We provide training to all group Wellbeing Coordinators (or relevant equivalents), and anyone else who is interested in learning more about the role of welfare and inclusivity in student groups. **Anyone taking on any position related to wellbeing and welfare must be trained before they can take on responsibility.** If you haven't received training from the SU, you should only provide signposting to students in need. More information on Welfare Training can be found on the SU [website](#).

Who do I go to with a welfare issue?

If you have a concern about your role or an individual in your group, please speak to your Development Coordinator first. If for whatever reason this isn't possible, please email: os-suwellbeing@nottingham.ac.uk and a member of our team will reply as soon as possible.

Please note that at present, the suwellbeing inbox is not available due to furlough, and Welfare training may be affected by this and social distancing measures. If you have a concern, please contact socsportadmin@nottingham.ac.uk until the wellbeing staff team is back.

Resources

As well as the signposting services listed below, here are some centralised resources to use while on committee.

[SU Advice Service](#) offers health and wellbeing support. This is confidential and impartial, offering advice, information or representation if necessary. You can pop in to see them or book a one to one meeting.

[Welfare Network](#), is run by students to represent students and promote positive wellbeing. They run events and campaigns throughout the year and can also support with concerns you might have, or any ideas you want to develop.

Signposting

If you are concerned for a student, please refer them to one of the services listed at the end of this document. Some are with the University, and other are wider in the Nottingham community.

Events and Trips

As a part of your activity, you may wish to run various trips and events. Events over £1,500 will require a budget to be approved by your Development Coordinator/CDC, so please make sure you allow time for this! *There can be no in-person events for the rest of the academic year 19-20, but please fill in events forms for online events until then!*

Our events training covers the process extensively, but the main thing to remember is that [events forms](#) must be submitted 3 weeks before the event if there is an external speaker, and 2 weeks before if not. You can [visit the website](#) for more information, or contact your Events Coordinator (details listed on SU Staff Support page) or email socsportadmin.

Volunteering and Fundraising

There are many ways that Student Groups can make a difference by supporting causes, charities or communities in need. You will find lots of information in this guidance and you can also speak to a member of the SU volunteering team if you want to find out more or chat about what your group wants to achieve.

Charity Events & Fundraising

Charity events can feature fundraising, raising awareness, signing people up to charities (e.g. Blood Donor lists) or a combination of the three. What your event entails will likely depend on the charity you are supporting or the campaign you are featuring.

- Be creative! There are many types of activities that lend themselves to raising money or raising awareness. The more interesting and diverse your activity is, the more likely it will reach more people.
- Online fundraising is a great way to simply and effectively raise money for charities or causes. The SU is establishing a JustGiving fundraising page which will enable student groups to fundraise quickly and easily. For more information please contact volunteering@nottingham.ac.uk.
- Karnival is a Student-Run Service that works to volunteer and fundraise for various causes as well as supporting groups that want to do this. –For more information, contact karnival@nottingham.ac.uk.
- If you aim to fundraise for a charity, make sure you've contacted the charity beforehand and let them know. It's good practice for fundraising and will ensure you have the right information to pay the money you have raised to the charity.

The procedures for charity events are similar to those for other types of events, with Events forms and any necessary room or stall bookings still required.

When organising and participating in charity events, you must abide by the Student Groups Code of Conduct, with the committee responsible for ensuring the event and group are compliant.

If you are hosting a fundraising event, you will need to ensure you have a secure way of handling donations. For more information about donating your fundraised money, see the 'Donating to Charity' section.

Any expenses incurred as part of your event should be deducted from the total fundraised, you cannot use any Core or Development Funding to pay for these.

Volunteering

Many student groups decide to volunteer in the community, sparing some time to support those in need. This could be at an organised event, such as a marathon or donor signup, or can be ongoing at a convenient time for you and your group.

The Volunteering Team regularly partners with charities across Nottinghamshire, many of which are regularly looking for new volunteers. All of our current charity partners are listed on the [volunteering section of the SU website](#). To ensure the safety of our students, we regularly check that our charities are legally compliant and have established safeguarding and health and safety measures.

Sports Clubs can volunteer with [The Leadership Academy](#). The Leadership Academy gives you the opportunity to undertake coaching qualifications and other training. UoN Sport will fund up to 100% of the qualification cost in return for a set of voluntary hours. Hours can be given back through Engage, the club, Disability Sport or LA programmes.

If you want to volunteer with an organisation that we have not previously worked with, please get in touch with the Volunteering Team at the SU. For your safety and wellbeing, there are several checks that need to be made. These include assessing for safeguarding procedures and whether the organisation has the correct insurance for volunteers.

When volunteering, the safety of you and those that you're assisting is paramount, so you should always follow guidance and ensure you practice all health and safety requirements.

Safeguarding

Volunteering often involves aiding groups of people that are classed as vulnerable. This includes children, elderly people and those with certain disabilities. To make sure that these vulnerable people are protected, charities have appropriate procedures in place; this is known as safeguarding.

Safeguarding should be in place to protect both the volunteer and the vulnerable person. We check all of our new charity partners to ensure they have robust safeguarding procedures, meaning you are protected and safe when volunteering your time.

When you volunteer, you must familiarise yourself with the relevant safeguarding procedures, ensuring you follow them and that you report any safeguarding issues to the organisation and, if necessary, the Students' Union

Fundraising – donations to charities

Donating the money you've raised for charity is incredibly fulfilling. To make sure all of your donations are handled safely, the SU recommends specific methods of sending the money to your chosen charity.

If you're collecting cash donations when fundraising, you must ensure it's kept securely in a locked box. The cash should be deposited into the cash machine in the Finance Office as soon as possible. Alternatively, the SU has a card reader available for groups to book for events (see the Funding section for more info)

You can donate money to charity via your SU group account, but firstly you will need the bank details of the charity written on their headed paper or an official email. It must be signed by an appropriate person at the charity.

Your treasurer must then submit a written request to make the donation, explicitly stating the amount and your group's finance code. This request and the charity's bank details should be sent to supurchaseinvoicequeries@nottingham.ac.uk.

If your group organises several fundraisers throughout the year, your Treasurer should decide whether you donate all the funds in one transaction or whether you donate money after each fundraiser.

The SU is a registered charity, so, as an affiliated student group, there are some rules that must be followed when fundraising. The Ultra Vires rule of law means that **you can't donate your group's grant funds to another charity**. This includes any Core Funding or Development Funding. If you have any questions about this, contact your Development Coordinator.

Promoting Your Group

It's important to promote your group and its activities to our student body. By doing this, you increase awareness and membership of your group. There are plenty of ways to promote your group. Just some methods include...

Physical Promotion

- Hanging up posters or handing out leaflets in popular areas can be a brilliant way of promoting your group and talking to people about what you do
- There are plenty of notice boards on campus where you could display posters, e.g. teaching buildings and libraries. Just make sure to ask someone before you hang them up!
- Lecture shout outs are a brilliant way of promoting your group in a short space of time at the start or end of lectures. Ask the lecturer/module convenor beforehand but they're often happy to help and might even let you display something on the screen!
- Organising group activity in public places on campus is another great way to promote your group, e.g. organising a Quidditch match on the Downs on University Park or organising a choir flash mob outside the Exchange Building on Jubilee campus.

If you are planning on using any physical items to promote your group, please consider waste and try to reduce your impact on the environment.

Digital Promotion

- Emailing members to update them using the SU website to create and send messages
- Creating a blog or digital newsletter to share stories from your group and its members
- Using promotional screens on and around campus (e.g. Portland Building, The Barn, Hopper Buses) can be a fantastic way of getting people's attention. Just remember to make the content mostly pictures rather than words, as it won't appear on the screens for very long.
- Using social media to communicate with group members and promoting your group to people outside your community (more info below).
- The best times to post on social media for high engagement* are usually around midday (12pm) and 5pm.

	Facebook	Instagram	Twitter
Overview	Equal engagement* with posts that contain text, images or both (making it the most flexible platform). It has a story function but this is rarely used/viewed.	An image-focussed platform that requires you to share an image with every post but text is optional. Its story function is a great way to share temporary content (and save it in the "Highlights" function if you want).	Focusses on in-the-moment updates, making it great for sharing updates before or during an event. However, this platform has the lowest student engagement* of the three.
Videos	A great platform for sharing videos of all types. Videos will be posted at their best quality when "scheduled" or "premiered" through Facebook so they have time to load their full quality before being posted.	Videos of <1min in length are easy to post in the same way as images. Videos of >1min need to be uploaded as an IGTV post. This works in the same way but means that followers can only watch 1min of the video in their feed* before watching the full video through IGTV.	A great platform for sharing videos of <1min but not longer videos.
Livestreams	It's easy to livestream a video through Facebook and the live comments section allows you to engage with viewers in real time. After the livestream, your video will be automatically saved to your Timeline. Be careful, though, as there is a delay between the comments section and video.	The story feature on Instagram allows you to go live and respond to viewer comments in real time. However, you can only livestream in the same video for 60mins. After the livestream is over, the video will stay on your story for 24hrs but it will not be saved automatically for future viewing.	Twitter has the ability to livestream but this isn't a very popular feature so engagement* would likely be low.
Targeting Audiences	Facebook is the most flexible app, allowing you to post publicly, in groups (that can be public or private) and in private messages. This allows you to tailor your messages depending on who you want to see them.	Instagram allows you to set your account to either "public" (i.e. anyone can follow it and its posts) or "private" (i.e. you have to request to follow it and see its posts). You have to be a follower of private accounts to see their posts. It also has the "close friends" function when posting stories that allows you to share information with specific people but this works best on personal accounts rather than accounts for groups or organisations. There's also the option of messaging specific people individually.	Twitter's privacy settings are similar to Instagram's and allow your account to be "public" or "private", meaning you can control the audience of your posts. It also has a private messaging function for contacting individual accounts.

Recognition and Awards

We appreciate all the hard work that can come with running a Student Group, and we want to celebrate your achievements! There are numerous recognition and awards schemes you can get involved with throughout the year, so see below and start planning! *Please note some award ceremonies may be affected by social distancing measures, so please keep a look out for updates.*

STARS

STARS is the Student Group Training and Recognition Scheme implemented by the Students' Union to recognise the hard work you put into your group throughout the year.

We recommend you start planning for STARS as soon as you start in your committee role by having a look at the points you can earn, and using this to inspire your activity throughout the year. Don't forget to log evidence as you go along! – [See here for more info on STARS.](#)

Sustainable Impact + Awards

Keep an eye out for updates from your Environment and Social Justice (ESJ) Officer around this year's Sustainable Impact scheme, and Sustainability Awards.

Societies/Sports Awards

Activities Awards and Sports Awards are the annual awards given to any student group for their efforts in going above and beyond in their offer to group members. Nominations typically open around the Spring Break and the results are normally announced at Societies Ball and Sports Ball. Keep an eye out for more information nearer the time.

National Societies and Volunteering Awards

The NSVA is an external awards ceremony, now led by OrganisedFun. Nominations usually open around the same time as those for Societies Ball, more info can be found on [the NSVA's website.](#)

Volunteering Awards

To thank our students and community partners for the hard work and contributions they make, each year we host the Student Volunteer Awards which generally takes place in May. [Find out more about the awards here.](#)

Handover

[During social distancing measures, some of this information is being regularly updated, and can be found on the SU Website.](#)

AGM (Annual General Meeting)

All groups are required to [hold an Annual General Meeting \(AGM\)](#) once a year, normally during the Spring Term. An AGM is a meeting that all group members are invited to. Some groups incentivise attendance to ensure high engagement with their AGM.

Your AGM is a chance to do some of the following:

- Discuss (and sometimes vote on) changes to your constitution, including changes to committee roles
- Hear a financial overview of the year (usually delivered by your Treasurer)
- Celebrating highlights from the last year
- Host hustings for candidates running to be on the committee next year

Elections

All student groups must [elect their committee](#) democratically with the vote of their full members. This is done annually, often in the Spring or Summer Term. If a committee position is vacant you can have a by-election to fill this role. This can be done either online on the SU website, or in person at an Extraordinary General Meeting (EGM).

Handover

Once the incoming committee has been elected, the outgoing committee needs to consider how it will handover relevant information to the new committee. This can be organised one-on-one per role, organised collectively as two whole committees or a combination of the two. Here are some suggestions for organising a successful handover:

- **Write a committee handover document** to share what you've collectively achieved this year as well as provide some advice for leading your group.
- **Write a role-related how-to guide** to share information on how to do role-specific things like organise events, write budgets, minute meetings etc.
- **Host a meeting with the outgoing and incoming committees** to answer any immediate questions and begin team bonding.
- **Have a one-to-one meeting with your successor** to have a more detailed conversation about the role and any advice you can share.
- **Organise a shadowing period** to allow the incoming committee to see how activity is actually organized behind-the-scenes before doing it themselves.
- **Organise joint activity** as the outgoing and incoming committees

SU Resources

As one of our Student Groups, there are lots of resources you could use for events and they're right under your nose in the Portland Building on University Park campus.

- **Mooch** - for drinks, hot meals and desserts.
- **Portland Zero** - for zero-waste produce and environmentally friendly products, like napkins and cleaning products.
- **Portland Coffee Co.** - for hot drinks, baked goods and a variety of sandwiches. The space can also be rented out for events.
- **Portland Printing Co.** - for a variety of printing services at an affordable rate.

All of our SU commercial outlets are social enterprises, meaning the profits made from all sales go back into the SU and improving the student experience.

We also have a list of preferred suppliers that can offer you services for popular student group activities and resources. Just a few include...

- **Crisis** - our official Wednesday club night. Events should not be organised at the same time that this event takes place.
- **Ocean** - our official Friday club night. Events should not be organised at the same time that this event takes place.
- **Red Oak Roller** - our preferred supplier for affordable, personalised merchandise to promote your group and ensure your committee and general members stand out from the crowd

Please get in touch with our Sponsorship Team (contact details on SU Staff Support Page) or email socsportadmin if you would like to explore working with any of these providers or any others.

Don't forget, you're part of a community of ~400 groups! Why not share resources amongst yourselves to save money and support your fellow students?

- Looking to host a quiz night? You could collaborate with Pub Quiz Society.
- Looking to host a board games night? You could collaborate with Board Game Society.
- Looking to host a mindfulness session? You could collaborate with Buddhist and Meditation Society, Yoga Society or Student Minds.
- Looking to fundraise for charity? You could collaborate with any of our fundraising groups (e.g. PhabSoc, Amnesty International Society, Karnival, Vets in the Community)
- Looking to promote your society? You could collaborate with any of our media groups (e.g. Film Making Society, PhotoSoc, NSTV, Impact Magazine, URN)

The list goes on...

SU Staff Support

It's our job to support you, so if you have any questions, do give us a shout!

Staff highlighted are those that are still working and are available by email whilst the SU takes advantage of the Government Job Retention Scheme.

Development Coordinators and CDCs (Club Development Coordinators): *These are your points of contact with the SU. Each group will have one development coordinator who can offer guidance/give support on finances, welfare, committee concerns can signpost to other services or staff members. They are based on all campuses and can meet student groups by appointment or popping into the office.*

General Email Queries: socsportadmin@nottingham.ac.uk

Meg Wilkinson:

- Development Coordinator for Activity groups-Hobby and Interest, Performance, Sports, Interest, Arts,
- Office: Get Involved Zone, C floor of Portland Building and SB Guild Space on Wednesdays
- Available by email: meg.wilkinson1@nottingham.ac.uk or phone: 0115 7484803

Marc Holt:

- Development Coordinator for International, Thought Faith Belief, Cultural and Political
- Office: Get Involved Zone, C floor of Portland Building
- Available by email: marc.holt1@nottingham.ac.uk or phone: 0115 74 84802

Robyn Macpherson:

- Development Coordinator for Course, Career and Postgraduate
- Office: Get Involved Zone, C floor of Portland Building
- Available by email: robyn.macpherson@nottingham.ac.uk or phone: 0115 74 84752

Kelda Skey

- Development Coordinator for Volunteering Societies on Satellite Campuses (Derby, QMC, SB)
- Office: Get Involved Zone, C floor of Portland Building, SB Guild Space on Tuesdays
- Available by email: meg.wilkinson1@nottingham.ac.uk or phone: 0115 7484803

Una Lilley

- Development Coordinator for Associated Bodies
- Office: Different campuses, available by appointment
- Available by email: una.lilley@nottingham.ac.uk

Lyn Winkworth

- Club Development Coordinator for Sports
- Office: Get Involved Zone, C floor of Portland Building, or David Ross Sports Village (DRSV)
- Available by email: lyn.winkworth@nottingham.ac.uk

Matt Nicholson

- Club Development Coordinator for Sports
- Office: Get Involved Zone, C floor of Portland Building, or David Ross Sports Village (DRSV)
- Available by email: matthew.nicholson@nottingham.ac.uk

Kiri Madhani

- Club Development Coordinator for Sports
- Office: Get Involved Zone, C floor of Portland Building, or David Ross Sports Village (DRSV)
- Available by email: kiri.madhani@nottingham.ac.uk

Admin Staff: Any questions or need support with tickets/website/merchandise/elections/training provision/membership administration

Tony Catt:

- Office: Get Involved Zone, C floor of Portland Building
- Available by email: antony.catt1@nottingham.ac.uk or phone: 0115 748 4098

Karen Millar:

- Office: Get Involved Zone, C floor of Portland Building
- Available by email karen.millar@nottingham.ac.uk or phone: 0115 84 84804

General Queries about student groups: socsportadmin@nottingham.ac.uk

General Queries about admin related issues: suonlineservices@nottingham.ac.uk

General Queries about volunteering: os-volunteering@nottingham.ac.uk

General Queries about welfare and wellbeing: os-suwelling@nottingham.ac.uk

General Queries about health and safety: susafety@nottingham.ac.uk

Events:

Victoria Cameron

- Events Coordinator for Communities, Course and Careers, Postgraduates, and Networks
- Office: Events Office, C floor of Portland Building
- Available by email: victoria.cameron@nottingham.ac.uk or phone: 0115 846 9724

Amy Hoggart

- Events Coordinator for Activities, Cultural and World Affairs, Campaigning, Volunteering, SRS and Sports Groups
- Office: Events Office, C floor of Portland Building
- Available by email: amy.hoggart@nottingham.ac.uk or phone: 0115 846 8740

Sponsorship and Fundraising: Shea Mellor

- Office: Above the welcome zone, C floor of Portland Building
- Available by email shea.mellor@nottingham.ac.uk

Societies and Sports Manager: Holly Roberts

- Office: Get Involved Zone, C floor of Portland Building
- Working Days-Mon-Thurs, Work from Home: Wednesday
- Available by email holly.roberts@nottingham.ac.uk or phone: 0115 84 68679

Volunteering Manager: Martine Sheridan

- Office: Get Involved Zone, C floor of Portland Building
- Available by email martine.sheridan@nottingham.ac.uk or phone: 0115 84 68752

Events Manager: Julia Beeson

- Office: Events Office, C floor of Portland Building
- Available by email: julia.beeson@nottingham.ac.uk or phone: 0115 846 8794

General Support Services at the University of Nottingham

GP (Doctor)
The GP can support with any physical or mental health needs and can help decide what kind of support may be required and make a referral to specialist services where necessary.
The University of Nottingham Health Service is situated in the Cripps Health Centre on the main University Campus, University Park. You can find opening times, registration forms and other information on the website.
t: 0115 846 8888 w: https://www.unhs.co.uk
* If you are registered at a different practice you will need to speak to them to book an appointment.

University Counselling Service
Offering confidential, professional help with personal, emotional or mental health problems. This service can be accessed by staff and students and offers one to one sessions, group workshops and self-help resources.
The University of Nottingham Counselling service is based in the Orchards Building on University Park but the workshops run at all campuses. For more information about how to sign up, wait times and what to expect, take a look at the website.
w: https://www.nottingham.ac.uk/counselling/ t: 0115 951 3685 e: counselling.service@nottingham.ac.uk

Mental Health Advisory Service
An acute service to support students presenting with significant mental health needs. Mental Health Advisors are mental health professionals employed by the University to offer specialist advice and support.
t: 0115 748 4652
*To access this service, students need to be referred by a member of University staff, their GP or the NHS.

Security
The university security service are on call to attend any student safety concerns. This ranges from mental health needs to assault and harassment.
Security are based on every campus and can speak to students with concerns off campus also.
General enquiries t: 0115 951 3013 Emergencies t: 0115 951 8888
*If you need to speak with 999 emergency services and the incident is on campus please call security first as they can liaise with the services and give accurate directions to get help there quicker

Support and Wellbeing Officers
Each school has a number of Support and Wellbeing Officers that you can speak to about any concerns, be they academic or personal. You can ask your tutor to be referred to them or contact them directly through the website.
Support and Wellbeing Officers are a helpful contact for offering holistic support. They can liaise with other university services and act as a central point of contact throughout your studies.
w: https://www.nottingham.ac.uk/student-services/services/support-and-wellbeing-officers.aspx

Chaplaincy and Faith Support
Whatever your background or faith, University chaplains offer spiritual and pastoral support. You can find them on A Floor of Portland Building but there is support on every campus. As well as supporting you in your faith, chaplains can help you practise and explore your beliefs.
t: 0115 951 3931 w: https://www.nottingham.ac.uk/chaplaincy/home.aspx

Students' Union Advice

A confidential and impartial Students' Union service based on C floor of Portland Building, University Park. Welfare Advisors can support with information, advice and representation around all aspects of student welfare and education, such as financial, housing and course/disciplinary issues.

The Advice centre also offer a C-card service for sexual health support and are a Hate Crime reporting centre.

t: 0115 951 3931 e: SUAdvice@nottingham.ac.uk

Nightline

A student-run service providing confidential listening and information when students need it most. The lines are open every night during term time 7pm – 8am and 24hours during exam periods. Students can call about anything from exams stress to mental health concerns or if they just need someone to listen.

t: 0115 951 4985 e: nightlineanon@nottingham.ac.uk

Student Minds

Student Minds Nottingham is a campaigns group that works to promote positive wellbeing and mental health for students whilst studying at university.

Positive Minds are a group of trained student facilitators that run a low mood support group every Thursday evening 6:30pm – 8pm. For more information find them on Facebook at Student Minds Nottingham. There's no need to sign up and everyone is welcome.

e: campaigns@studentminds.org.uk e: positivenottingham@studentminds.org.uk

Eating Disorder in Student Services (EDISS)

Support for students who struggle with mild to moderate eating difficulties and disorders. They offer a weekly drop in service at Cripps Health Centre as well as regular workshops and group support.

t: 01332 367571 e: info@firststepnotts.co.uk

*You DO NOT need an eating disorder diagnosis to access these services.

Consent & Sexual Violence Support

Any concerns around sexual violence or assault can be referred to the University Welfare team on the below email address. If necessary they can make a referral to the Sexual Violence Liaison Officer (SVLO) team or the Independent Sexual Violence Advisor (ISVA) service.

e: consent@nottingham.ac.uk

*If your concern is urgent you may need to contact Security, Emergency Services or the Topaz centre more immediately.

Helpful contacts	Email address
Hate crime reporting tool	harassment@nottingham.ac.uk
Welfare Network	suwelfare@nottingham.ac.uk
LGBT+ Students' Network	sulgbtofficer@nottingham.ac.uk
Black & Minority Ethnic Students' Network	submeofficer@nottingham.ac.uk
Environmental & Social Justice Network	suenvironment@nottingham.ac.uk
Disabled Students' Network	sudisabledofficer@nottingham.ac.uk
International Students' Network	suinternationalofficer@nottingham.ac.uk
Mature Students' Network	sumatureofficer@nottingham.ac.uk
Postgraduate Students' Network	supgofficer@nottingham.ac.uk
Women*'s Network	suwomensofficer@nottingham.ac.uk
UoN Disability Support	disability-supportservices@nottingham.ac.uk
UoN Careers Support	careers-team@nottingham.ac.uk
UoN Finance Support	financialsupport@nottingham.ac.uk
UoN Student Services	ssc@nottingham.ac.uk

Support Services in Nottinghamshire

Harmless
A user-led organisation providing a range of services about self-harm including support, information, training and consultancy to people who self-harm, their friends and families and professionals.
You can self-refer using the form on the website or use the email address below.
e: info@harmless.org.uk
w: http://www.harmless.org.uk

The Tomorrow Project
This is a confidential suicide prevention project that has been set up to support individuals and communities to prevent suicide. They offer ongoing support and advice for anyone affected by suicide.
e: tomorrowproject@harmless.org.uk
w: http://www.tomorrowproject.org.uk

Trent PTS (NHS)
For mild to moderate, common mental health problems (symptoms such as stress, depression & anxiety) you can self-refer to this service. Trent PTS offer initial assessments face to face and ongoing support based on need. You can use the referral form on their website to get in contact.
w: https://www.trentpts.co.uk
t: 0115 896 3160 (Nottinghamshire)
t: 01332 265659 (Derbyshire)

Let's Talk Wellbeing (NHS)
For mild to moderate, common mental health problems (symptoms such as stress, depression & anxiety) you can self-refer to this service. Assessments can be done over the phone and ongoing support is offered based on need. You can find out more information and a referral form on the website below.
w: https://www.nottinghamshirehealthcare.nhs.uk/nottingham-city-and-county
t: 0115 956 0888

Wellness in Mind
Provides information, advice and support for anyone who is a Nottingham City resident experiencing issues with their mental wellbeing. The service will help people understand mental health issues and connect people to the services which may best support them.
w: https://www.wellnessinmind.org
t: 0800 561 0073

Samaritans
24/7 support over the phone for anyone struggling with their mental health and thoughts of depression, self-harm or suicide. This is a similar service to Nightline but not student focussed.
t: 116 123
e: jo@samaritans.org

Nottingham Recovery Network
NRN provide a single point of free support, advice and treatment to people who use alcohol and drugs in a problematic way across Nottingham City. You can access the website below for information about how to get in contact if you or someone you know needs this support.
t: 0800 066 5362
w: www.nottinghamrecoverynetwork.com

Chillout Sound Support
A branch of NRN that supports users of party drugs seeking confidential support and advice.
t: 07891 514 257 e: chillout@framework.org
New Directions (Change, Grow, Live)
Offering a free and confidential drug and alcohol support service in the wider Nottinghamshire area. You may need to contact them if you live further outside the city centre.
t: 0115 896 0798 e: notts@cgl.org.uk
Notts SVS Services (Sexual Violence Support)
For anyone who has experienced rape, sexual violence or childhood sexual abuse, either recently or in the past. You can use this service to talk about your experiences or share your concern for friends, partners or family members. You can self-refer using the form on the website.
t: 0115 941 0440 w: https://nottssvss.org.uk/
Equation
Offering advice, guidance and training to educate the whole community to prevent domestic abuse and sexual violence, promote gender equality and raise aspirations for healthy relationships.
w: www.equation.org.uk
Karma Nirvana
Support for victims or anyone at risk of honour based abuse and forced marriage.
t: 0800 5999 247 e: info@karmanirvana.org.uk
Juno Women's Aid
A charity that works with women and children who are at risk of or have been affected by domestic abuse.
t: 0115 947 5257 (enquiries) 0808 800 0340 (24/7 helpline) w: https://junowomensaid.org.uk
Campaign Against Living Miserably (CALM)
Working to support and prevent suicide among men. You can contact their helpline between 5pm – 12am every night or use their online talking service.
t: 0800 58 58 58 w: www.thecalmzone.net
Notts LGBT+ Network
Providing information and support to the Lesbian, Gay, Bisexual, Trans and associated communities of Nottinghamshire.
t: 0115 9348485 txt: 07481 344040 e: info@nottslgbt.com

You can also access many of these services at The Nottingham Wellbeing Hub
Call: 0800 0285598 or visit <https://www.nottinghamwellbeinghub.org/>

Glossary

AGM/ EGM – Annual General Meeting/ Emergency General Meeting

Charity Law – The regulations which Charities must abide by (including the SU!)

Constitution – The governing document unique to each Society.

Development Coordinator/CDC– Your 'go-to' person for questions/queries!

Expense365- The app used to see Society finances and expenses.

Fundraising- Raising money, usually to give to another charity, but can be for the Society.

Furlough- Temporarily not working due to impacts of COVID-19.

GDPR- Data protection laws

Handover- The process of passing on from old to new Committee.

Invoice- Essentially, a bill to be paid!

Lapsed – Declared inactive

Purchase Order- A document assuring a company that costs will be paid.

Quoracy – The amount of members required to carry out votes.

Referendum- Online voting process for a proposed motion/change.

Safeguarding- Procedures to protect vulnerable individuals.

Signposting- Sharing details of other services for students (e.g. welfare)

SU – Students' Union

Sub-Committee- A group in the Society which has delegated authority from Committee.

Ultra Vires- Part of Charity Law, Charities can't donate Charity money.

Volunteering- Offering a service for free, to give back to the community.