

greenwich
students'
union

Societies

Group Leader Handbook



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**meet
the team**

Vice President (VP) Student Activities



Jono

activities@greenwich.ac.uk

As the VP Student Activities for GSU this year, Jono is the elected representative for all clubs, societies and their current and prospective members. He is here to be a friendly face, answer any queries you may have, and to campaign to make extra-curricular experience here at Greenwich the best it can possibly be.

"I really want as many students as possible to join a student group whether that be a society or a sports team. Being part of a student group transforms your university experience. I can't imagine what my time at Greenwich would have been like if I hadn't joined one. If you need anything at all, please don't hesitate to get in touch with me, I'm here to help!"

Activities Staff team:



Joe

j.rossnelson@greenwich.ac.uk

Joe is your Societies Development Coordinator. His role is to support all of GSU's Societies in reaching their full potential – whether that be assisting with events, elections, memberships, stash, social media; you name it! There is no such thing as a daft question, so please do fire any queries/concerns away!



Becki

r.mcwhinnie@greenwich.ac.uk

Becki is responsible for anything and everything involving Team Greenwich; this includes fixtures, training and club development. She plays a key role in the organisation of Varsity and Sports Awards, whilst also building strong relationships with the Sport and Recreation Department at the University. I can help Societies with general Student Activities knowledge, assisting with any recreational activities (e.g. football tournaments) or for any support whilst in Avery Hill.



Priya

p.pabla@greenwich.ac.uk

Priya is your Academic Communities Coordinator. Her job is to support all academic societies, give them all the tools they need to put on great events and get loads of members, and she is mainly working on bridging the gap between students and their relevant academic society.



**societies at
greenwich
executives**



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The Exec are here to represent you as group leaders and members; if you have a problem or idea, they are your first point of call. Not only do they all have fantastic experience of what it's like to lead a society in Greenwich, they are also incredibly willing to help and advise wherever possible, and love learning more and more about the Societies Section here at GSU!

The Societies Exec are elected by Society members in line with the end of year Group Leaders Conference. As representatives of the Societies section, they then attend meetings both of the Societies Exec and, the Activities Exec (joint with the Sports Exec), and send a representative to Student Council.

Being a Group Leader

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To run a student group there needs to be at least three group leaders.

These are:

- **Chairperson/President**
- **Secretary**
- **Treasurer**

Every group must have these positions (or fitting variations of). The other positions can be determined by your society committee. Common positions that you might wish to consider to keep your group active and interested throughout the year include Social Secretary/Events Officers and Media/Publicity Reps.

Outline of basic leadership team responsibilities, and what you can expect to get out of them:

We believe that taking on a Group Leader role, naturally allows you to develop and enhance your ability to perform some/all of the 12 competencies highlighted below:

Competencies are specific qualities that employers and recruiters will look for in future employees, to determine your suitability for a particular role within their organisation. You may not realise it, but you will already be able to highlight many competencies that you have already developed – and hopefully, taking on a Group Leader role can help you develop and articulate some of these commonly desirable competencies.



Business Awareness



Communication



Creative Thinking



Customer Excellence



Decision Making

Chairperson

The Chairperson/President of each student group is the leader, who oversees all the group's activity. They will need to provide support, advice and guidance to other committee members throughout the year, and actively represent the group members in a variety of situations. It's a challenging role, requiring you to know a bit about everything, but also, to be comfortable delegating to others and trusting them – we recommend being highly organised and very committed to your group!

Secretary

The Secretary is the backbone of any student group, dealing with details like paperwork and records to ensure everything runs smoothly. Emails need to be written, agendas and records of meetings created and distributed, rooms need to be booked, and above all you need to communicate with both group leaders and members to ensure everyone knows what's happening and stays interested and involved! It's no good running the greatest activities in the world, if your audience doesn't know about it...



Leadership



Marketing Production



Organisation



People Management



Problem Solving



Strategic Planning



Teamwork

Treasurer

The Treasurer is the first port of call for the rest of the leadership team when they want to know if there is money available for an event or activity. They need to be checking money coming in through the website, as well as staying in contact with the Union's Activities Team to ensure that all are aware of money going both in and out of the group. They need to work with all the other group leaders to ensure that their events and activities are well budgeted and that funds are available where necessary, as well as look to into external sponsorships to raise extra money – a love of excel budget spreadsheets is a big help!

Other responsibilities for the leadership team to tackle – sort them as a group, or split them between each role, however you operate best!

- Plan events, trips, and activities in line with Union procedures and what members want
- Work as a team to develop your group and give members the best experience you can
- Ensure good communication between group leaders and members
- Ensure your GSU webpage and any social media accounts are kept up to date
- Responsible for ensuring membership money is paid and events are budgeted for
- Ensure all Union rules and procedures are followed



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Events, trips
and meetings

All events, trips and meetings must be booked by filling out the booking form which can be found here:

greenwichsu.co.uk/activities/handbook/events/eventrequest

This is to ensure that the activities staff have a record of everything your group is doing, which means that you are insured for your activities and that your group won't be shut down due to inactivity. This applies to events off-campus as well as meetings or events that require union or university rooms booked.

Booking rooms

All room booking requests must be completed at least 2 working weeks in advance to give staff enough time to make the booking and any adjustments that may be needed. If you need to book an event at shorter notice, communicate this straight away with a member of the activities team.

To book a union room/venue you first need to have the following information:

- Name of Student group
- Number of people attending
- What you are using the room/venue for
- Do you need an equipment?
E.g. microphones

Once you have all this information you should fill out the events form above.

Once you have submitted the form, it will be sent to either the Sports Development Coordinator or the Societies Development Coordinator for approval. They will get in touch with you to confirm your booking.

Organising your event at the Lower Deck

The Lower Deck will be THE event hub for all Greenwich students. We will cater to any event, however big or small, and will work with you to deliver the best event possible.

What we can offer you

Promotion

- Most events fail because of poor promotion and marketing. We will work tirelessly to spread awareness and create hype for your events to make sure there are people through the door.

Social media

- Using Facebook, Instagram, Snapchat and Twitter to create hype for your event. Those include short promo videos, live videos and small competitions to win prizes/tickets.

Students' Union website

- greenwichsu.co.uk

Our Union radio station

Branding in the Lower Deck and Atrium

- screens in the bar, posters, leafleting, word of mouth etc.

Drink and food deals

- For much larger scale events we can offer individual drink and food discounts.
- We can offer drink sponsorship for larger Societies that can demonstrate a large footfall.

Ticket sales

- If you want to ticket your event then we can negotiate a fair deal in which you will receive a percentage of the ticket revenue.
- Free entry to your own ticketed event if you wish.
- Tickets will be sold through social media sites and on the SU website using a ticketing service providing easy accessibility.

Entertainment

- We can provide live entertainment (DJs/bands/performers/quiz masters, etc.) for your events if required.

Equipment and decoration

- If you require any additional equipment and decoration we will work to the best of our ability to provide everything you've asked for (e.g. balloons, confetti machines, screens, flags, bunting and everything else.)

Anything else!

- If there is anything else you feel your event needs or would benefit from we have it covered.

Venue Space

- 500 capacity
- Three small rooms and the main event space/dance floor available for you to book out/host for your events.
- The main event space has a DJ booth, lighting rig and a state of the art sound system.
- If you wanted to hold socials just for your Society away from others you could book a small room that can then be catered to your needs.
- The small rooms will have a screen which we can isolate to allow for your messages/visuals/adverts to play.
- The small rooms will work well for sport societies who want to watch fixtures without risk of games clashing as all games can be shown on the screens inside the smaller rooms. If there is a much larger sporting fixture happening that the majority of people will want to watch we can screen it in the main event space on the big LED screen.



University rooms

The Activities team can book University rooms for student group meetings and events. The full list of bookable lecture theatres, classrooms and spaces and what they contain can be viewed here: gre.ac.uk/it-and-library/sbl/classrooms

To book any of these room please fill in the events form: greenwichsu.co.uk/activities/handbook/events/eventrequest

Stalls on campus

Stalls can be booked at the following locations:

Greenwich

- Dreadnought - GSU Exhibition Space
- Stockwell Street, ground floor.
- Queen Mary ground floor, opposite Security desk (entrance closest to the Student Centre).

Avery Hill

- Outside the Students' Union (SU) offices, Southwood Site, Avery Hill;
- On the large grassy area in the middle of the Student Village, Southwood Site, Avery Hill;
- Outside the Village Shop, Southwood Site, Avery Hill.

As the university owns the space where most stalls can be booked, please fill in the events form well in advance, a minimum of 2 weeks, as it can take extra time to liaise with the uni

External Venues

If you are using an external venue, please still complete our Events Form, as it is important that this info is shared with us. If it is a particularly large event, we will likely ask you to come in for a meeting with the Activities Team.

All large event requests must be submitted at least one month prior to the event.

If you are asked to sign a contract, you must bring this to the Activities Team to look over.

Hosting guest speakers

If you're inviting any speaker for student groups, external or internal, you need to inform us using the online event form. This is particularly important for external speakers as it is a legal requirement to perform speaker checks. The event form containing information on the speaker and their organisation should be submitted at least two weeks prior to the event date.

Showing films

If you are planning on showing a film, you will need to fill out the online event form as usual for the room booking.

You must also check if the film is licenced through Filmbankmedia, by searching for the film on this website: www.filmbankmedia.com. It is important to note that the SU does not keep copies of films and if it is licensed through Filmbankmedia that doesn't mean that we have a copy to give you. You should provide the film you would like to show.

Also, please be aware that you cannot charge entry to see the film under the terms of our license. You can make money by selling refreshments but not through ticket sales.

Trips

Any time your group goes off campus (excluding sports fixtures) it counts as a trip. If you are planning a trip please fill out the event proposal form at least 1 month in advance greenwichsu.co.uk/activities/handbook/events/eventrequest remembering to include the following information:

- **destination**
- **transport details**
- **expected numbers**
- **costs**
- **dates**
- **times**

Once your form has been received by the Activities team, we will be in contact to arrange a meeting to go over the details and help with booking. If it is a trip that requires an overnight stay all group leaders attending the trip will be required to receive a health and safety briefing.

A large, stylized number '5' is the central focus of the image. It is rendered in a vibrant pink color with a dark blue shadow or outline, giving it a three-dimensional appearance. The background is a solid pink color with a large, dark blue circular shape on the left side that overlaps the number.

Fundraising & RAG

As we are a registered charity, there are some legal checks and procedures that must be followed before any donation of money can be made to another charity.

Submit an event proposal form and ensure you fill in the section on raising money for charity.

When collecting money for charity it is important to ensure that the money being collected is secure and everyone donating knows which charity they are donating to.

We have small collection tins and large collection buckets, along with seals, that can be borrowed by any student group just email activities@gre.ac.uk.

You can pay the money you raised to your chosen charity a few ways:

Through the SU

Pay the money into your group's account along with any paperwork from the charity that they want to receive with the donation and we will send a cheque for the amount raised to the charity.

Straight to the charity

If a representative of the charity is present with you when collecting money, they can take it straight away to be paid in to the charity.

Online

Websites where you can donate online to charities have become increasingly popular and are an easy way to get donations paid straight to the charity - if the charity you are supporting uses an online fundraising website already where you can sign up as a fundraiser (for example JustGiving) then we recommend doing that as money donated there is given straight to the charity

RAG...what is it?

Rag is the official fundraising body at GSU, and is the national student fundraising scheme that exists within SUs all over the country.

While we don't currently have a dedicated RAG team here at GSU, we are still very happy to support you in any fundraising endeavours that you do come up with.

We also hope to keep track at every fundraising endeavour that happens here at GSU, and come up with a final total of many raised by GSU students at the end.

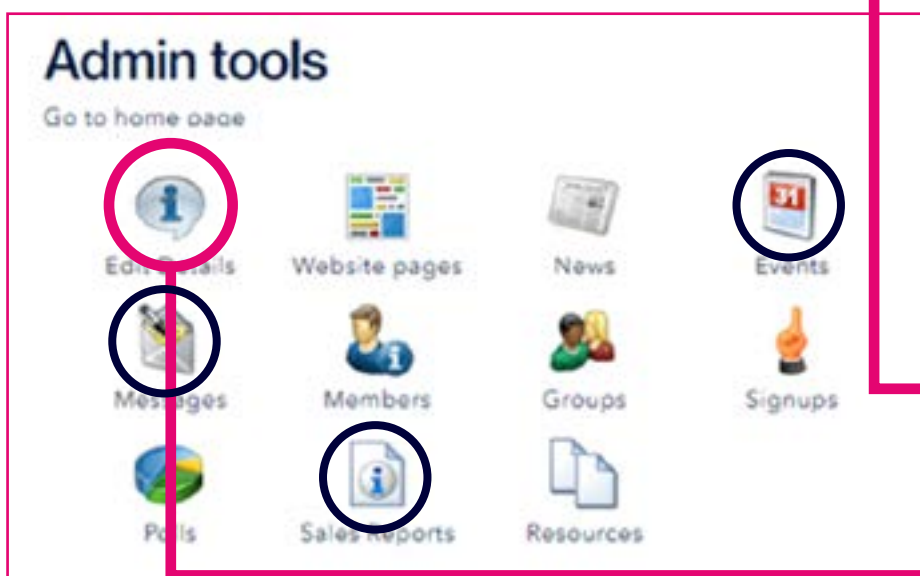
Let us know of any fundraising activities that you are organising!

Updating your webpage

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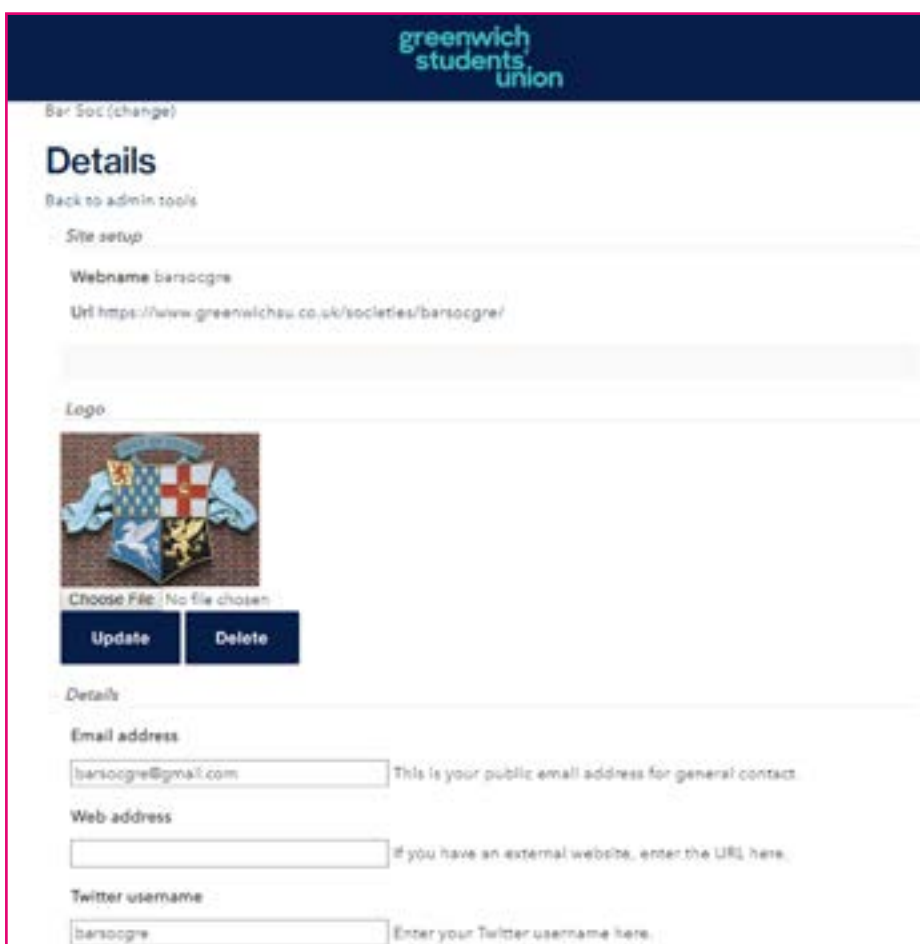
All approved student groups have a page on greenwichsu.co.uk, either categorised as Sports or Societies. Admin rights to edit each student group page will be given to all student group leaders that have paid membership for that academic year.



1) Log in to your user account on our website

2) Click on the Admin tab, and then select your group

3) To edit the information displayed on your area, click 'Edit Details'



Other useful bits

- Create an event to appear both on your page and the SU Events page
- Send a message to all your members
- Check up on how many memberships/tickets/products that you've sold.



Health and Safety

Please select the type of incident you wish to report from the options listed below

- ➔ Incident with Injury ?
- ➔ Non Injury Incident ?
- ➔ Report of Illness ?
- ➔ Threatening behaviour/Physical abuse ?
- ➔ Security incident ?
- ➔ Fire and/or Alarm Activation ?
- ➔ Safeguarding concern ?
- ➔ Reportable Disease ?

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By law any accident, however minor, must be reported to the Activities Department within 24 hours. If necessary, contact the relevant emergency services on 999 (or the relevant local emergency number if abroad – often this is 112). If you are on campus then Security will do this for you and ensure that the emergency services have the correct information and that the gatehouse staff are expecting them.

Contact the Students Union on 0208 331 7629 / 9596 to explain what has happened and get further support. If your trip is taking place outside of the Union opening hours, then you should arrange in advance with the Student Activities staff for a Students Union staff member to be contactable in case of an emergency.

High risk or outdoor pursuit activities must have an additional set of procedures to deal with the emergencies that are specific to their activity. This information should be communicated to group members via trip or event briefings and any necessary training. It is the responsibility of the activity committee, trip leader and vehicle

driver to ensure that all participants are aware of the actions to take in the event of an emergency. Accidents must be reported by completing the reporting form found on the University portal.

<https://app.workrite.co.uk/AmsUi/ReportIncident.aspx>

Following a report, an investigation may be undertaken by the Activities Manager or other relevant staff to gain further information about the incident, so please make sure the accident report form is filled in correctly and as fully as possible.

Transport



There are several options for transport for student groups. Driving a Union Vehicle
The SU owns two minibuses that can be used for student group activities.

- **Nine seater minibus**
- **12 seater minibus**

Vehicles will only be available to be driven once you have been confirmed as having been placed on the Union insurance, have completed the minibus assessment, and approval has been given for the activity.

Minibus Assessment

All drivers are required to undergo a minibus assessment prior to being allowed to drive the minibus for any activity. These are administered by the Union and are booked by contacting activities@gre.ac.uk with details of when you are free during the week to take the assessment. You will then be contacted by member of Union staff to confirm when your assessment is.

If you would like to take the minibus assessment you must be ages over 21 and have held you licence for a minimum of two years. You will also be required to be put on the Union Insurance to drive our vehicles which you can read more about below. If you have any questions about this, please contact the activities team at activities@gre.ac.uk

Union insurance

If you wish to drive a Union vehicle, then you need to complete the steps below to be placed on the Union group insurance policy. Even if you have your own car insurance, you must be placed on the Union policy for driving vehicles owned or hired by the Union.

To be placed on the Union group insurance policy you will need to fill in two forms, and provide us with copies your driving licence (plastic and paper parts). You will need to arrange to visit the Union with your licence and hand in:

- A completed Driver Declaration Form
- A completed Endsleigh Non-Standard Drivers Questionnaire (Note: you do not need to complete the first 3 boxes, just 'Full Name of Driver' onwards)
- Copies of the front and back of your plastic licence
- A printout of your DVLA counterpart from the DVLA website at the following address <https://www.gov.uk/view-driving-licence>

Please do not return the form to Endsleigh directly – we complete the final steps of the form and send it on behalf of the Union. Please ensure you have completed everything you are meant to, as without all of these items we are not able to place you on the insurance.

Due to limitations on our insurance and vehicles, we cannot insure people who are aged under 21, or who have held a driving licence for under 2 years. If your license is not clean or you have had a crash within the past 5 years it may take slightly longer to get confirmation from Endsleigh and there may be an additional excess.

There are also additional limitations for drivers who do not hold a UK driving licence – in this situation we need to send the forms to our insurers for their guidance. Drivers who have a large number of penalty points or who have serious convictions may also be denied insurance, however this is at the discretion of our insurers once they have received the forms as per above.

Driving Your Own Vehicle

If you are driving your own vehicle – whether it is a car, motorcycle, van, etc – and you are doing it for a club or society, we ask that you register your details with the Students' Union.

This is because of a law that regards corporate manslaughter. The Students' Union is liable for any injury or death that is caused by vehicles driven by our groups, so we need to ensure that all vehicles used are roadworthy.

To register your vehicle, please fill out a Private Car Registration Form and attach copies of:

- **Plastic driver's licence (both sides)**
- **MOT Certificate (or new car registration form if the car is under 3 years old)**
- **Motor insurance**
- **Confirmation of taxation of the vehicle**

If you drive on behalf of your group, you can claim back the fuel costs at 25 pence per mile. If your car insurance, MOT or tax run out during the year, you will need to update us – your registration will run out once one of these documents expires. To update a current registration you just need to send a new copy of the updated document to activities@gre.ac.uk



Finances & spending

Finances

You must have agreed to spend with the Activities staff BEFORE confirming any orders or spending any money via the Spending Approval Form online. If payment is not confirmed before spending, a claim back cannot be guaranteed.

The spending approval form can be found here: greenwichsu.co.uk/activities/handbook/finance/spendingapproval/

There are 3 ways to use your student group funds:

Invoicing

With this method, an order can be placed by the student group or the Activities Team. Simply, make sure you request an invoice addressed to the Students' Union, whenever an order is placed. We will then purchase it on your behalf.

Credit Card/Online

After completing the spending approval form, pop into the Activities office (in the Dreadnought Building), and an order can be made from the office with a card or through the Amazon account. Simple as that.

Reimbursements

For much smaller purchases, or as a last resort (and if you have completed the spending approval form) the student group can pay and then claim the money back with the claim form. All original receipts must be attached. If the cost is £30 or under, you may be able to claim this back in cash, from an SU office.

To track the balance of your society account you can either:

- **Email Joe**

j.rossnelson@greenwich.ac.uk

- **Come and see Joe**

(PLEASE – it gets lonely without you)

- **Email the Activities team**

activities@gre.ac.uk

Memberships

Membership fees are set by the committee. If you would like to change the membership fee for your Society please contact a member of the activities team.

Membership fees can be paid online through the SU website or at SU reception in Avery Hill or Dreadnought Building in Greenwich. They offer a great opportunity for you to budget for your year ahead, get money in your account early on, and organise better value events for all your members.

Products

A product can be set up online and will appear on your society page on the SU website. This includes hoodies, tickets for events, or sign up lists.

To get a product on the website email activities@gre.ac.uk with full details of the product. The money will go directly into your society bank account.

Paying in Money

You can pay cash straight into your account such as from fundraising activities. To do this, you just need to fill in a Paying In Form and hand it in with the cash to a Union Reception or Activities staff member. If the money is to be donated to an external charity then please make this very clear on the Paying In Form and provide the details of the charity that the money is to be paid to.

Societies

Development Fund

The Activities Development Fund is available to approved student groups that require help with the delivery of an activity that aids the professional or personal development at their members.

For example, attending/organising a talk or conference, a company visit, or trip to a place of significant cultural value with all applications, it is expected that the society will evidence that they are intent on covering 50% of all funds requested themselves. For example, if you request £500 from the development fund, the society should also display that they will fund at least £250 towards the event!

However, this will be evaluated on a case-by-case basis and other funding models may be used. The group will need to complete an application form outlining the nature of the project, course or activity and its benefit to students/your group. Please email activities@gre.ac.uk for the form.

Elections & handover

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Group Leader Elections

All student groups that have been running since before January must hold an annual election to decide who will run the group for the following academic year. These elections should be held between March and May each year.

You can hold elections in one of two ways.

1. An online election

Activities staff will set up an online election, which will be viewable by members of the student group on the SU website. Nominations, manifestos and voting will take place on the website and the results will be emailed out to all the members.

Important note – just because you choose an online election, doesn't mean you can't invite members and candidates to a formal Hustings event. This can give your members a better chance to make an educated vote and offer your candidates a better opportunity to platform themselves.

Things to remember for an online election:

- Decide on a timeline for each stage of the election (Nominations, manifestos, voting, results)
- Please bear in mind that each stage of the election process must be on a week day
- Confirm the leadership positions that are up for election to activities staff
- Inform your members about the election and keep them up to date with each stage
- Results will be emailed to all members by activities staff

2. A meeting

You can also choose to hold an in-person meeting. If you are doing this you must invite the VP Student Activities and/ or a member of the Societies Exec. This is to ensure that the process is fair and democratic.

Things to remember for an in-person election:

- Book a room for your meeting through the normal room booking process
- Invite the VP Student Activities to your election.
- Decide what leadership positions are up for election (Including the three compulsory positions of Chairperson/President, Secretary and Treasurer)
- Invite all your members to your election
- Prepare the ballot papers
- Designate someone to count the votes and send the result to the Activities team

Groups that have started since January do not have to hold an election in the same academic year. The original committee members named on the start-up form can continue to be committee members until the following year's group election period. However, committee members do have to be current students, so anyone who is leaving won't be able to be on committee once they've finished their course and graduated – in this case, a bi-election will need to take place before the end of the academic year, to fill these positions only.

After the election what next?

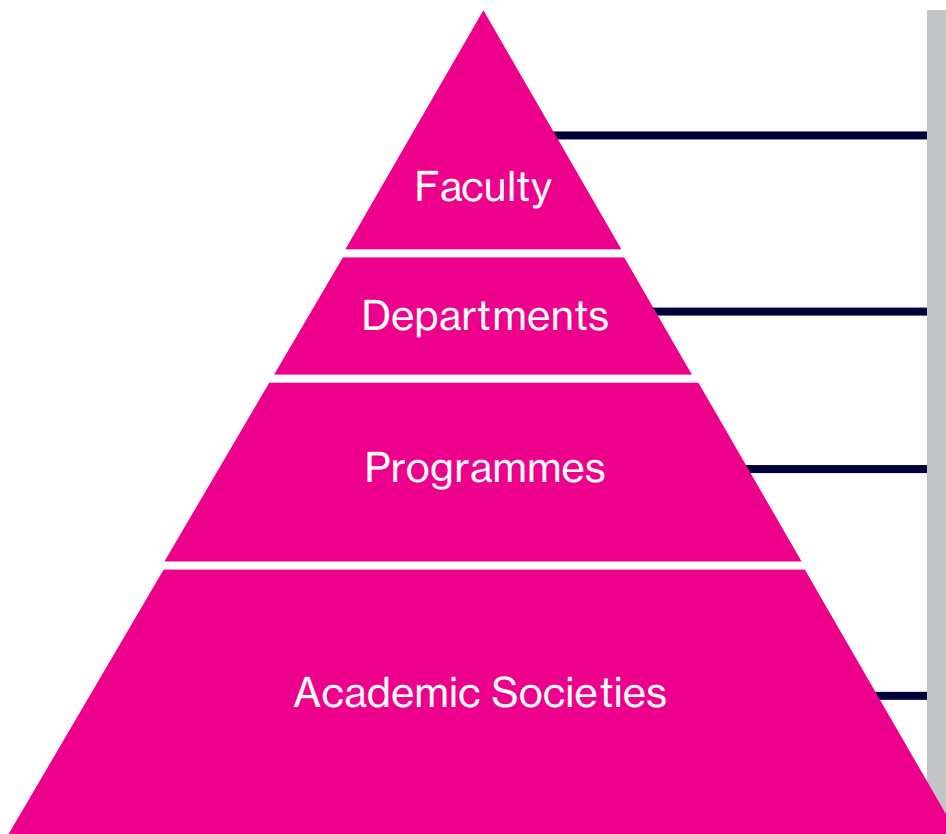
If you've had an in-person election, you should send the record of voting and the details of the new leadership team to the Activities team. If the elections are done online, then we automatically have the necessary information. All new group leaders are expected to attend training. This is very important as it will form the basis of your knowledge as a group leader and will be an opportunity for you to get to know the Activities staff and other group leaders. In May, there will be one full day's training on everything you need to know. All new group leaders should attend this training. There will be other training sessions throughout the year to top up your knowledge and develop your skills. These are not mandatory but can be helpful.

Handover

We recommend that new group leaders meet with outgoing group leaders to talk about how the year has been, and how to improve the group going forward. You should also decide the date that your leadership team is officially handing over and let the Activities team know. If we don't hear about a date then we assume that as soon as the new leadership team details are given to us that we should be contacting them, not the outgoing group leaders. However, it is good practice to work together for a while, so if you do want to do that and chose a later date to 'officially' hand over, then please just let the Activities team know.

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**Academic
Communities**



There are four Faculties: Business School, Education & Health, Liberal Arts and Science (FLAS) and Engineering & Science. Each has a Faculty Rep (a student from each faculty) who take all the info from Programme Reps and voice them to the student council.

All the programmes are group together in different departments within each faculty. For example, ACH Faculty has departments like Mathematical Science which includes all the related programmes of study.

These are the courses that you study. Each programme has two Programme Reps (students from each programme) whose job it is to report all feedback from students about their course.

You form the base of the Academic Communities on campus! This means that you are the main groups who have the power to bring students together and really make their student experience that much better.

Academic Communities

Your contact:
Academic Communities
Coordinator, Priya Pabla
(p.pabla@gre.ac.uk).

Academic communities are being put on the map this year! The job of the Academic Communities Coordinator is to make sure every student can get involved in loads of events that are tailored to what they study, or their field of study. This could mean anything from a Civil Engineering TED Talk to a random pizza night put on by your academic society. The idea is to make sure you feel a sense of community within your studies while you're at university. All Academic Societies are an academic community. This means that you can contact Priya about anything to do with planning events and activities. If you're having trouble thinking of things to put on for your members or how to get more members to join from the relevant courses, you can arrange a meeting with Priya and together, get to the bottom of any problem!

Jargon Buster:

Faculty, Department, Reps... there's a lot of terminology to get your head around when understanding your role as an academic community, but don't worry – use the above diagram to help guide you through.

As you can see, there are a lot of people who can help you to create a bigger name for yourselves and give you that exposure. It's always worth finding out who your reps are and getting them involved in your events and activities – just one of the many ways we can build a better academic community!

Funding:

There is a £1,000 of funding for each faculty which is available to academic societies to develop their communities. As each faculty has a different number of academic societies, there will be a different amount of funding available to you. Again, this is something you can ask Priya about. On top of this, there is an extra £1,000 that any academic society can apply for which is there if you have an idea for a big event that needs a little extra financial help to put

on. It's easy to apply for it, but as it is a set amount, it will be allocated equally between societies and this will be considered by the Society Exec when they approve any applications. Fill in an Academic Communities Funding form and send it to Priya to be approved by the Exec team. This funding is purely to help you create a community spirit within your course and using your society to do this. Use this funding to try and get as many students to join and put on events/activities that can help students with their studies.

Creating an Academic Community:

You've already created an academic community so you're already one step along the way! The extra funding and the Academic Communities coordinator's role are tools for you to enhance your societies and make them bigger than they have been before. Academic society members want to know that they will be offered opportunities to have fun throughout their studies and get help on the academic side of things from people who are in the same boat as them.

