

D&S Groups Committee

Training 2025-26



Meet the Voice Team



George

Education
Manager



Taibah

Student Voice
Coordinator
(Postgraduate)



Nirvan

Democracy &
Change Manager



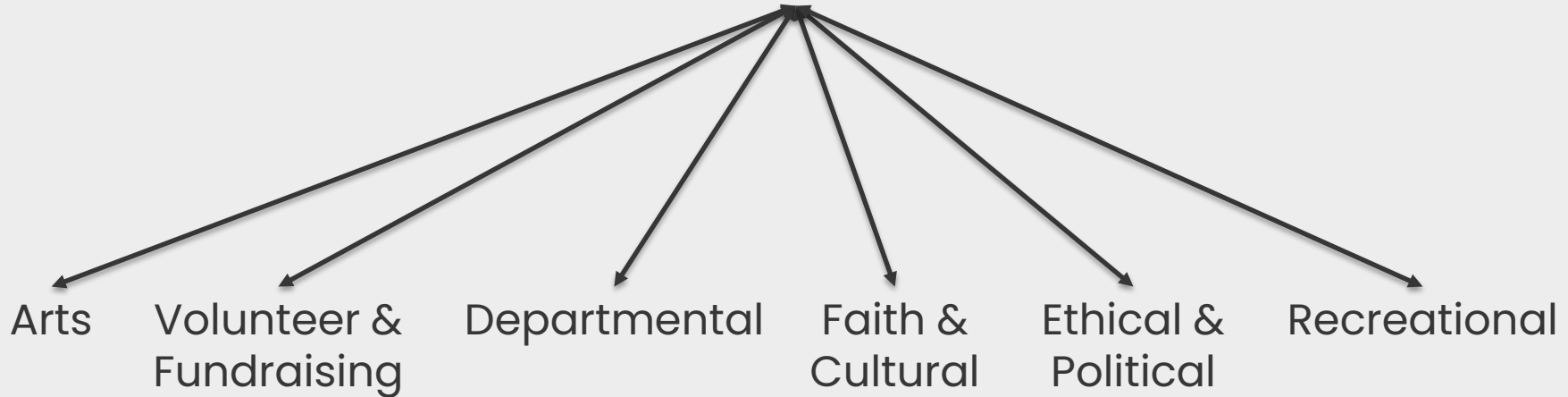
Sam

Head of Student
Voice

Society Groups

This is how society groups are structured and how they fit within Activities Exec

Activities Exec



Diversity & Support Groups



93



Your Role



Listen



Provide
community



Represent



Signpost



Raise issues

Leadership Structure



Elections

- Democracy in the SU
- Rules and Policies
- Committees/Posts
- Election timelines

Co-Opting

- What is co-opting?
- Timelines
- Rules and policies
- Expectations



D&S Executive Committee



Isobel

Chair



Penn

Treasurer



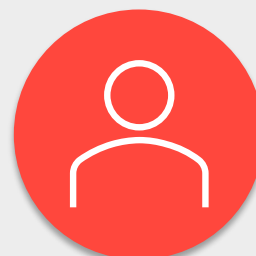
Kascey

Publicity Officer



Izzy

Community Officer



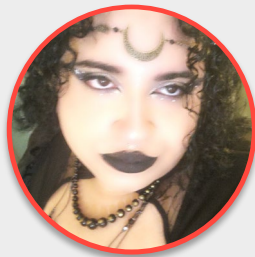
TBC

DAG Rep



Lauren

F&GE Chair



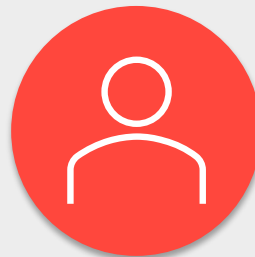
Val

LGBT+ Chair



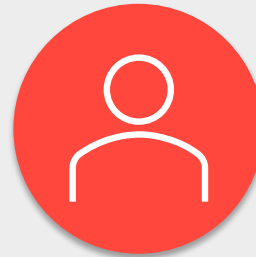
Emma

Mature Students
Chair



Role Vacant

Race Equality Chair



Daniel

Student Minds Chair

Summit



The purpose of SUMmit is for our student leaders to democratically establish Standpoints

To discuss, agree, and agree actions for Statements of Issue to become Standpoints.

To receive updates from SU Officers and ask relevant questions regarding Officer work.

To provide insight and direction for the Officer team and other relevant representatives on key issues.

To receive updates from student groups, project teams, or other groups of students on campaigns, projects, and other pieces of work that may be of interest to SUMmit's members.

Create a network of student leaders and encourage collaboration between areas.

Budgets

- Money unfortunately does not roll over to the next academic year
- The Chair & Treasurer hold financial responsibility for your group's budgets. They should complete the Finance Training to understand how to manage your group's finances.

You will have the following additional options available to you to be able to put on events and activities:

Fundraise or put on events which are cost neutral (e.g. sell tickets to cover the cost of an event)

Apply to the Diversity and Support Groups central fund for one off purchases (for equipment or an event)

You will need to submit an application form to be looked at by a small panel.



Running Events

- **Risk Assessments** – your group is required to fill out & send back to me a generic risk assessment to cover the majority of your activities. There are some exceptions which will require a specific risk assessment.
- **Food** – any event involving will need a food risk assessment and an allergen chart to be filled in.
- **External Speakers** – any external speaker events require an event planner to be submitted at least 4 weeks in advance of the event. This is because we have to do certain checks before we can approve the speaker.
- **Fundraising** – if you want to raise money for a charity, all money must go be paid into the RAG account via SU Finance. Check out the toolkit and guidelines before organising any fundraisers.
- **Contracts** – if you are required to sign a contract for an event, please send this to me to be signed off by Benji.
- **Marketing** – consider how you will promote your event, including on your own Instagram but also on The SU's 'What's On' page. You can contact SU Marketing to arrange Instagram takeovers, writing blogs etc.





Which events require an event planner?

You should submit an event planner if:

- Your event costs over £2000
- Your event involves over 200 people
- Community Volunteering
- External providers (e.g. photographer, DJ, caterer, venue)
- External speakers
- Food – not including restaurant socials
- Fundraising for charity
- Transport – only if you are claiming mileage or using an SU vehicle
- Screening a film
- Overnight or Overseas trip

Awareness Days

Black History Month
World Mental Health Day
National Coming Out Day
Disability History Month
Movember
Trans Day of Remembrance
LGBT+ History Month
International Women's Day
Campus Pride

The University & The SU will mark a number of commemorative/celebration occasions throughout the year. Please do have a think about what you would like to do for these (especially where they relate to your group), and chat to myself and Benji about your ideas.

For some, we will have a dedicated SU webpage and encourage all groups to add any relevant events by tagging e.g., 'Black History Month' when setting up the event.

Summary of ideas/events for groups to work on together/collabs

D&S Ball

VC Q&A

SU takeovers

Monthly collabs

Book clubs

Queer/inclusive
sports collab

Fundraisers –
arts/sports

Podcast/speaker

POC queers monthly

Karaoke collab

Sober socials

Collaborative
writing sessions

Crafty mixers

Awareness Training

Looking After Yourself!

Signposting

The University has a [host of support](#) available to students, so please do signpost members to these- these teams are here to help and trained to provide this!

Confidentiality

You may have a member disclose something to you and ask for it to be kept a secret. Anything that means the person is at harm or could cause harm to others means you cannot do this and must pass the information on.

Boundaries

You are a volunteer! Please remember that you do not need to be available or on call to your members at all times of the day/night. Plan your time, block out time to devote to your role on committee, share the load between the committee and take breaks.

Prioritisation

Plan for a few large-scale events per year, or regular smaller scale ones and be mindful of when you may be extra busy or have a higher workload yourselves.

Any Questions?

