

Managing Your Committee

Managing a team can be daunting, so we have pulled together some useful tips for you to be able to manage your team effectively and with ease. Bright Futures are always on hand to support you so don't hesitate to contact us!

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1. The Role of the Committee – is to run great events for students in your school

- Decide on your objectives and goals for the year and inform the Bright Futures National Team
- Create, plan and organise a series of career and skills events across the academic year aiming for ideally 3 events in total (but it can be more). Use the event booking form to formalise the event – also found in 'committee resources' on the website
- Bright Futures have a network of employers they will contact for you to invite them to your event. We send them the event booking form that you have completed. Your School will also send the event booking form to employers they have contacts with as well You Teacher Mentor (a member of staff from your school) can help with this. Do contact companies that you or your family may know as well.
- Provide Bright Futures with the names and positions of all committee members and their contact details, so we can keep in touch with the committee regularly, sharing ideas and successes from other schools.
- Promote involvement in your Society to students, you can use content in the document 'becoming a society member' to help promote the Society.
- Communicate with your students regularly through using the GroupSpaces membership management software.
- Use the Bright Futures brand in all your marketing. 'Brand guidelines' can also be found in 'committee resources'
- Be responsive in your communication with the Bright Futures National Team and with the employers, i.e. respond to the quickly and check to make sure your emails are accurate and grammatically correct!
- Contribute to the schools e-magazine 'HirEd'. It is great evidence of what you have achieved
- Ensure that for the next year a new committee is in place, who has been fully briefed on the Society and their roles. Therefore looking out for and approaching active student members (i.e. those who attend lots of events and take active part in them) is an important activity.
- Provide an effective handover to the following year's committee. The best way to do this is produce an 'annual achievement report' document which summaries all the events you ran, with which companies, numbers of students who attended each event, new ideas you have come up with, ideas for next year and key things you learned. This report will not just help next year's committee but is also great evidence for you for your UCAS personal statement, CV and when being interviewed.

How to run a successful Committee

- Have a shared sense of purpose and collective responsibility.
- Agree on a set of objectives / goals e.g. number of events to run each year; how much to grow Society membership by etc.
- Set regular meetings and prepare an agenda for each (typically weekly in term time and potentially more often in the run up to an event).
- The President or Vice President usually chairs the meeting but you may want to give other members the opportunity from time to time.
- Make sure someone is taking notes at the meeting and you identify any actions that need to be taken and by whom. The secretary is usually responsible for this and would also circulate the meeting minutes/notes to other committee members afterwards.
- The Chairperson should make sure everyone is involved and able to express their ideas.
- Make sure you delegate & negotiate responsibilities to the appropriate committee member in a firm but diplomatic way. Encourage committee members to take responsibility for their tasks.
- Develop the skills and raise awareness of career and university options after school of all members throughout the year.
- Communicate regularly with your Teacher Mentor (Group) and use the Bright Futures National Team for support and help. If you are struggling or having challenges contact us and we can and will help. Always ask for advice on things you are not sure about.
- Be professional.

a. How to motivate the Committee:

- Involve everyone in meetings and give each of the committee roles and responsibilities in the run up to events – this will make them feel valued and appreciated.
- Set clear and measurable goals.
- Communicate regularly (weekly).
- Create a fun atmosphere and be creative & innovative.
- Recognise and celebrate successes.
- If motivation drops as a committee or for an individual contact the Bright Futures National Team – they can and will help.

b. Ensuring best performance:

- Measure and review the success of the committee and how well members are fulfilling their positions.
- Maintain good relations with the teacher mentor (group) and ensure they are kept up to date with committee business.
- Be supportive to each other in your roles and work as a team.

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2. How Bright Futures will support the committee

- Have an initial meeting with the committee to provide advice on running a committee, discuss ideas and plans for your events and how to grow your student membership.
- Provide ongoing support throughout the year through face to face meetings at least once a term and by telephone and email.
- Provide contact names and details of organisations in the Bright Futures network.
- Provide you with your own GroupSpaces page to manage and communicate with your membership, promote events, create forums and advertise events. This will be connected to the National Bright Futures UK network.
- Provide Bright Futures branded material to promote your Society & events.
- Provide template forms to help with the smooth running of the society.

3. The Role of the Teacher Mentor (Group)

- Each School Society has a Teacher Mentor, who is a member of staff from the school. Sometimes the school may provide the Committee with more than one member of staff so it could be a teacher mentor group.
- Help identify suitable students to start up a committee.
- Have initial meeting with the Bright Futures National team to discuss the committee formation and key features of a successful society.
- Act as a day to day point of contact for the committee to diarise events and organise room booking etc.
- Take an “at arm’s length” approach to supporting the committee and its activities whilst recognising when to step in and provide more guidance.
- Keep in regular contact with the Bright Futures National Team to provide feedback on the progress of the committee.