

# Setting Up Your School Society

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## 1. Starting up a Committee

- Talk to a teacher about your interests in setting up a Bright Futures Society in your School as well as your friends and fellow pupils.
- Get your Teacher to call us on 01242 236415 or contact us directly yourself, you can also email us on [school@brightfutures.co.uk](mailto:school@brightfutures.co.uk). We will then come to the school to meet with you and your teachers and talk about how to establish the society.
- Invite students to apply to join the committee who you feel have the passion and energy to play an active role. Ideally they should be studying different subjects so as to have a diverse view on types of events to run. The video on our website will help promote committee and student membership <http://www.brightfutures.co.uk/home/school-society/set-up-your-own-society.html>
- The Teacher/Mentor (Group) from your School can also identify students who are career focussed, motivated and would be good ambassadors to recruit like minded students to join a committee.
- Lots of useful resources and information can be found on our website [www.brightfutures.co.uk](http://www.brightfutures.co.uk) 'School Society' 'Committee Resources' <http://www.brightfutures.co.uk/home/school-society/committee-resources.html>

### a) Reasons to Join a Committee

- Have something different on your CV and/or Personal Statement to give you a competitive edge in the job hunting market and /or stand out from the crowd with your university applications.
- It is a student leadership role
- Through positions of responsibility and running a Society, you will significantly grow the range of skills that employers are looking for – teamwork, project management, organisation, time management, communication & presenting
- Grow a professional network and make many valuable contacts within organisations.
- Influence and decide which industries / employers your Society members would like to meet..
- Have lots of fun in a team environment doing something that can make a difference to the lives of other students!

# Setting Up Your School Society

## 2. Typical Structure of a School Society Committee

Ideally made up of a diverse range of students from Years 11, 12 and 13 who are elected annually, including students studying different subjects/qualifications and a balance of males and females.

A committee is typically 8-10 students in size

Roles to be allocated according to personal strengths and motivation. These can be negotiated informally between members or taken to a vote. **Although each committee member has a formal role and title when it comes to events the best performing committees all share the work load.**

### a) Suggested Committee Roles

- **President** – Overall in charge of the committee and all its activity. Is the main contact for liaison with the Bright Futures National Team and Teacher/Mentor (Group). Responsible for ensuring a strong committee is in place, and delegating roles and activities to all committee members (in terms of running the Society itself and the events) so they all feel engaged and part of the Committee.
- **Vice-President** – Assists the President with leading the committee and becomes acting President on those occasions the President cannot fulfil their duties.
- **Secretary & Treasurer** - Ensures the smooth running of the committee by organising meetings, minute taking, ensuring actions allocated to each member of the committee are taken and followed up on in the subsequent meetings, maintaining effective records and administration. Plus looks after the financial side of things including working out a budget and keeping a record of any & all expenditure and income – where relevant. Creates budget plans for each activity where appropriate.
- **Corporate Liaison Officer** – Responsible for all communication between the committee and employers/external organisations. Ensures completed ‘event proposal forms’ (found on the ‘committee resources’ page of the website) are emailed out to employers when inviting them to attend events and that regular communication with employers in the run up to events is maintained. Typically there are 2 or 3 committee members in this role.
- **Publicity, Promotion and Marketing Officer** – Designs, creates and implements promotion and advertising collateral for each of the Society events organised by the committee. Uses the GroupSpaces platform to help in event marketing, promotion and sign up to events. Liaises with Media and responsible for social media. Responsible for marketing & promoting the Society events to the school pupils and growing the Society membership through the GroupSpaces platform. Again there is often 2 committee members in this role.
- **Events Officer** – Co-ordinates organisation of the events themselves including detailed planning & timings of all aspects of the event both in advance of the day and on the day itself; ensuring all students & employers are in the right place at the right time throughout the event; all room / venue booking through the Teacher Mentor. Ultimately responsible for the smooth running of the logistics of the event.
- **Membership Data Management Officer** – responsible for getting details of those attending events - name, email, year group, subject study areas - and build a database of attendees from each event to promote future events directly to