

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

- Decide on your objectives and goals for the year and inform the Bright Futures National Team.
- 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 universities.
- Plan and organise a series of skills, networking and awareness events across the academic year aiming for 3-4 events at least (some societies run one event per fortnight) by approaching organisations in the Bright Futures network and those in your local wider network if appropriate.
- Promote and manage student membership of the Society through the provided Bright Futures website using the GroupSpaces software platform – you can use content in other downloads to help promote the society.
- Communicate with your members regularly via your website's membership management software (GroupSpaces).
- Use your website's event management software (GroupSpaces) to promote your events and get sign ups; record the number of events run; the volumes of student attendees and provide these details to the national team at the end of each term.
- Use the Bright Futures brand in all your marketing. See brand guidelines!
- Be responsive and prompt in your communication with the Bright Futures National Team and with the employers. This will display your professionalism and reflect on you personally, your committee and your university, as well as the National Society in relation to our clients. If you don't have time to respond or the correct information there and then, thank them for their email and inform them you will get back to them very soon when you can provide the information.
- Contribute to the Bright Futures e-zine 'HirEd'. <http://www.brightfutures.co.uk/hired-magazine/>
- Attend Bright Futures National Conferences hosted for committees.
- 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 is an important activity throughout the year.
- Provide an effective handover to the following year's committee.

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2. How to run a successful Committee

- Have a shared sense of purpose and collective responsibility.
- Agree on a set of objectives 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 minutes 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. Everyone should still take their own notes!!
- 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 own tasks and deadlines. *(see example task form below to complete at every meeting)*
- Develop the skills and raise awareness of career options after university of all members throughout the year.
- Communicate regularly with your Bright Futures Society Relationship Manager and always ask for advice on things you are not sure about.
- Be professional.

Example Task form:

Task	Person Responsible	Date to be done	Done? Y/N
<i>Example: Write draft email to invite companies to networking event</i>	JJ	12/9/2012	Y

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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.
- Find out why everyone decided to be involved in the committee and what they want out of it. Try to make sure they achieve this somehow.
- 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 National Team and ensure they are kept up to date with committee business.
- Be supportive to each other in your roles and work as a team.

3. How Bright Futures will support the committee

- Have an initial meeting with the committee to provide advice on leading and being part of a team, 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 twice a year and by telephone and email.
- Provide contact names and details of organisations in the Bright Futures network.
- Provide you with your own Website page to manage and communicate with your membership, promote events, create forums and advertise events (via GroupSpaces).
- Invite committee members to National Bright Futures Conferences.
- Provide Bright Futures branded material to promote your Society & events.
- Provide template forms to help with the smooth running of the society.
- Provide an opportunity to share best practice ideas and suggestions with other like-minded students at universities across the UK.

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