

Setting Up Your University Society

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1. Starting up a Committee

- Talk to your friends & peers about your interests in setting up a Bright Futures Society in your University, as you will need a team / committee to run the Society.
- Contact the Bright Futures National Team university@brightfutures.co.uk or call us on 01242 236415. We will then set up a call with you as to the steps you need to take to establish a Bright Futures Society at your University.
- Invite students to join the committee who you feel **have the passion and energy** to play an active role. Ideally they should be **studying different degree subjects** so as to have a diverse view on the types of events to run. We would also suggest you have a **range of year groups** in the Committee so when certain year groups are busy with academic studies others can step up; it also helps with legacy for future years. 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>
- Lots of useful resources and information can be found on our website www.brightfutures.co.uk in 'University Society' & 'Committee Resources' - <http://www.brightfutures.co.uk/home/university-society/committee-resources.html>

a) Reasons to Join a Committee

- Have **something different on your CV** and/or applications form 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 **clear leadership role** and will help you **develop many other key skills that employers seek** such as teamwork, communication and influence, creativity and innovation, project management, time management, resilience, the list goes
- **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
- **Lots of our committee members get internship and graduate jobs** with great employers well before the end of the year

2. Typical Structure of a Committee

Ideally made up of a **diverse range of students from 1st years, to Finalists year** and post graduates who are elected annually, including students from different Faculties across the University and a balance of males and females.

A committee is typically 6-8 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** – Takes overall charge of the committee and all its activity – responsible for setting the direction and aims of the Society as a whole (in consultation with the rest of the Committee). Is the main contact for liaison with the Bright Futures National Team. 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 become acting president on those occasions the president cannot fulfil their duties. Plus takes on the role of forging collaborations with the Careers Service and other Societies across the University
- **Treasurer** – Looks after the financial side of things including working out a budget and keeping a record of all expenditure and income. Creates budget plans for each activity.
- **Secretary** - 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. The role of Treasurer and Secretary could be merged is the Committee is quite small.
- **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. There can be more than 1 committee member in this role.
- **Publicity and Student Marketing Officer** – Designs, creates and implements promotion and advertising collateral for each of the Society events organised by the committee. Uses the event management platform (provide by Bright Futures) 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 students and growing the Society membership. Again there can be more than 1 committee members in this role.
- **Membership Marketing Officer** – Responsible for marketing the Society to the students and growing the Society membership through the membership management software platform (provided by Bright Futures). Again there is often 2 committee members in this role.

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- **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 is made and double checked.. Ultimately responsible for the smooth running of the logistics of the event.
- **Membership Data Management Officer** – responsible for ensuring all new members are fully registered on the event management database (provided by Bright Futures); getting details of those attending events - name, email, year group, subject of study etc and adding them to the database. Essentially the key role is to build & manage the database of members, so that the Society has a clear understanding as to the size and profile of the membership as a whole and those attending each event; this is hugely powerful and impactful data when liaising with employers. Plus it provides the Society with a captive audience to promote all subsequent events