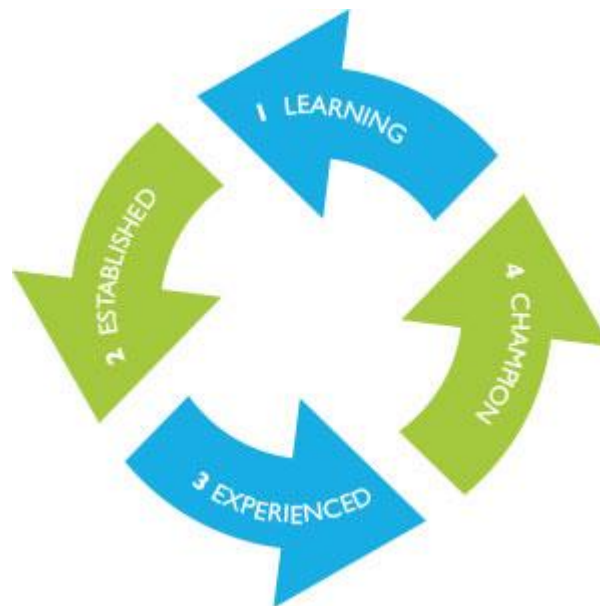


The 4 Stages of Committee Capability



What do I need to do to reach each stage?

1. Learning

- You have a Committee of at least 4-10 in place, whom are studying a broad range of subjects
- You have set goals for the number and types of events you plan to run
- You are using the 'event booking form', ready to invite employers to your events
- Events are planned and communicated to employers typically 4- 6 weeks in advance
- You begin delivering on your goals, and are taking advantage of the support from the Bright Futures National Team & your Society Ambassador.

2. Established

- You have a clear plan to deliver on goals set, and need less (but not no) support with your individual events
- All committee members have specific responsibilities & tasks
- Your events include at least one multi company event
- You have companies from at least 4 industry sectors engaging with your Society in the year.

The 4 Stages of Committee Capability

- You are in regular contact with the National Team
- You are building relationships and collaborating with the Careers Service and other Student Societies
- You are promoting your events through posters, emails, social media, word of mouth, lecture shout outs etc
- You respond to emails and calls from the National Team and the employers in a timely manner
- The Society School E-Zine is being used as a marketing tool by you to grow your membership – so you promote it
- You ensure your committee members are not all Finalists, to aid handover for next year
- You will submit an annual achievement report at the end of the year
- You share with the National Team what jobs your committee have secured be that Internship or Graduate roles

3. Experienced

- You are delivering on ambitious goals
- You are running a wide variety of events with many different industries
- You are running collaborative events with Careers and / or other Societies
- Different committee members have specific responsibility for events i.e. it's not always the same person or people running every event (this helps all the committee members feel engaged and develop the skills of all the team)
- Have impactful marketing and promotional activity which encourages both good numbers of students to attend your events, and which also ensures the students are 'engaged' in the event
- You have testimonials from students and employers on the quality & value of your events.
- You are sharing best practice & your successes (via the Bright Futures e-magazine content), as well as being open to new ideas & learning from other Societies
- You have robust succession plans in place for next year's committee.

The 4 Stages of Committee Capability

4. Champion

Champion Societies have an impact outside of their own University Society...

- You help set up a Bright Futures Society at another University or School
- You are also highly innovative and for example might create a new & innovative style of event or help shape and improve how the Society works nationally

How is this Evidenced / Verified?

Internally

Your committee create and share your goals, with the National Team, for the next stage you are aspiring to, then as you reach that stage then share the evidence with the Bright Futures National team for us to then verify and confirm you have now reached that next level.

Externally

Once we have done this we will add your level of capability to the Bright Futures website; you can then reference this (by providing a link to that part of our website) on your CV or application form; and if you have a Linked In profile we will provide a 'recommendation' stating your committees level of capability at the end of the year and we will also celebrate this through all our media channels, featuring it in our e-zine as well as at our National Awards in April.