

New committee timeline

Introduction to the key deadlines after being elected to a group committee

Congratulations on being elected to become a committee member for a student group – you're going to be able to shape the activities that your members can do over the course of the next year. The outgoing committee will be organising their own handover – making sure that you've got all of the contacts, tips, resources and information that they've built up. Most groups will have a joint committee meeting, and/or individual handovers between the outgoing and incoming holders of each role, and there may be a physical or electronic file of documents passed to you.

There are also some more formal processes associated with taking up this position of responsibility, which are overseen by Student Development, the Guild department that supports student groups (societies, associations and volunteering)

Timeline

- 1. AGM:** You'll probably have been elected during the spring term; the outgoing committee will have taken minutes and will send them out to all of the group members and also send a copy to Student Development
- 2. Committee training:** All new committee members will need to complete an online committee training module within 4 weeks of being elected
- 3. Sign code of conduct:** All new committee members must sign a code of conduct within 8 weeks of being elected; after doing the training you'll need to come to the Student Development Counter to sign a form, ideally coming along together as a group
- 4. Submit updated annual risk assessment:** Think about your planned activities, what could go wrong and how you're going to avoid or mitigate hazards, must be sent in within 8 weeks of the AGM.
- 5. Miniforum meeting in June:** You'll get to meet with committee members from similar groups, sharing good ideas and discussing any issues

The online committee training module will give an outline of the key things that you need to know as a committee member; you'll all need to do it, as although some things may be mostly done by one person (e.g. treasurer looking after expenses), you all need to be aware of how to do things. It uses the University's Canvas system, go to <https://canvas.bham.ac.uk/enroll/A6JRCW> and use your Uni username and password. You can complete sections at different times, but you must complete it all and do the evaluation before we can count it as done. The training involves videos and audio clips, so you will need speakers or headphones.

As well as the training, there is lots of detailed information for committee members on the Guild of Students website – we strongly recommend that you have a look at our webpages and download any guides that may apply to your role and/or group.

One of the earliest guides you'll probably want to read through is the Risk Assessment & Activity Notifications guide, as you'll need to update your annual risk assessment soon after completing the training; this will form part of your activity planning for the coming year, think about all of the risks involved in your activities and how you can reduce them. You can submit future updates throughout the year if you want to do something that you don't initially think of, but most groups will do the same general types of activities each year.

If you have any questions about how to do something – either now or throughout the next year, you can contact Student Development at any point and we'll help as much as we can – email studentgroups@guild.bham.ac.uk and we'll get back to you as soon as possible.

If you'd prefer to ask in person, the Student Development Counter (on the ground floor of the Guild, near Reception) can help – we're open 11am-5.30pm Mondays-Fridays and 11-4.30pm on Fridays during term-time.

Student Development is also open throughout the holidays so you can still contact us for help; open 12-3pm Mondays-Fridays.

Deadlines

If all of the new committee haven't completed training within 4 weeks, or haven't signed the code of conduct and submitted a risk assessment within 8 weeks, the group will be suspended – that means that you won't be able to do anything and unfortunately there is a very high chance that the group will be derecognised – that will mean that the group is shut down as far as the Guild is concerned – you wouldn't have access to any Guild resources (publicity, rooms, bank account, equipment) – we don't want to do that, but we have legal obligations to ensure that all members of groups are kept safe and that the appropriate financial and governance procedures are followed.

The amount of time you've got to do things mean that it should be easy to meet these requirements, just make sure that you're keeping an eye on whether all of your fellow committee members have done what they need to do, as any one person not doing their part could have an effect on the group overall.

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