

Introduction and Back to Basics

STUDENT LEADERS CONFERENCE 2024

THINK
BIG

LSE
STUDENTS'
UNION



Welcome and Congratulations!





AGENDA

01. Intro to LSESU

02. The year ahead and key dates

03. Meet the team! How to contact us, and how we can help

04. Your roles and responsibilities

05. A few more essentials

06. Welcome Fair 2024



Today



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	10:00 – 10:50	11:00 – 11:50	12:00 – 12:50	13:00 – 13:50	14:00 – 14:50	15:00 – 15:50	16:00 – 16:50
SU Venue (Basement Level -2)	Introduction and Back to Basics (SOCIETIES) (All Society Core Committee)	Finance and Funding (Presidents and Treasurers)	Inclusive Student Groups (All Core Committee)	Free Lunch and Headshot Photograph Drop In	Planning Events (All Core Committee)	Health and Safety (All Core Committee)	Category Hour (All Core Committee) Various Locations
6th Floor Cafe	Introduction and Back to Basics (SPORTS) (All Club Core Committee)	Media and Communications (Secretaries)	Trips and Tours (Any group who wishes to arrange a trip/ tour)		Planning Flagships (Compulsory for any group planning a flagship)		

Housekeeping



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- Please ensure you scan the correct individual ticket at each session, as this is how we will monitor attendance.
- Quiet spaces around the SU include the 3rd Floor Community Space, 1st Floor Café, 6th Floor Terrace and Venue Mezzanine.
- Toilets on B-2 and B-1 and Floor 5 levels
- Water Fountains on Floor 6 and B-2.
- If the fire alarm goes off, please evacuate out of the nearest Fire Exit. Our Fire Assembly point is outside the LSE library.
- The Three Tuns is open to all this evening.
- Please talk to our team if you have any questions or problems throughout the day!
- We'll also have time in the Category Hour for any questions you think of during the day.



The Basics



LSESU



- A not-for profit organisation led by LSE students
- All LSE students automatically become LSESU members when they enrol
- Independent from LSE
- All LSESU Clubs and Societies fall under the SU



Key Policies & Regulations



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LSESU Bye Laws

- Determine what the SU does and how we do it.
- Take account of all legislation that applies to the SU.

Bye Law 5 – Student Activities:

- *500: "LSESU operates student activities for the purpose to develop community within the School, build networks of support for its members and offer personal development outside of their academic work through a shared interest or physical pursuit."*

Student Group Constitution

- Key governing document: Outlines how student groups should be governed.
- How Student Groups should operate, sets core activities for the year, roles in the committee and important guidance for the year ahead.

Code of Conduct & Regulations



Student Activities Code of Conduct

- LSESU is committed to promoting an *inclusive, collaborative* and *respectful* environment where individuals are *treated with fairness and respect*. LSESU is committed to a zero-tolerance approach to all forms of discrimination, bullying and harassment.
- Code of Conduct sets out the standards of conduct and behaviour expected of all members.
- Attached to all memberships 24/25.

LSESU Student Group Regulations Agreement

- Behaviours and conduct that LSESU expects from student groups and what student groups can expect in return from LSESU.
- By becoming an affiliated student group to LSESU, you agree to these set of regulations.
- All LSESU Student Groups must sign to say they are all in agreement with this every year.



Key Dates



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01. **31st May '24**

Admin Submission

- Membership price
- Constitution

02. **28th June '24**

Equipment Audit

- Please let us know everything your group owns, including banners

03. **1st August '24**

2024/25 Memberships Live

04. **1st September '24**

Remaining Admin

- Committee membership purchased
- Room Booking Training
- Sign Student Group Regulations
- Welcome Marquee Sign-up
- Google > Share-point migration

05. **Deadlines for Flagship / Trip Forms**

AT: 1st September '24

WT: 31st October '24

ST: 28th February '25

06.

**Tues 24th, Wed 25th and
Thurs 26th September '24**

Welcome Fair

07.

31st October '24

20 members needed

(10 for Faith/ National
and Cultural)



LSE
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LSESU Societies Team



Grace

Head of Student Communities
and Partnerships



Warren

Societies Manager



Hannah

Societies Coordinator



Abbie

Societies Coordinator



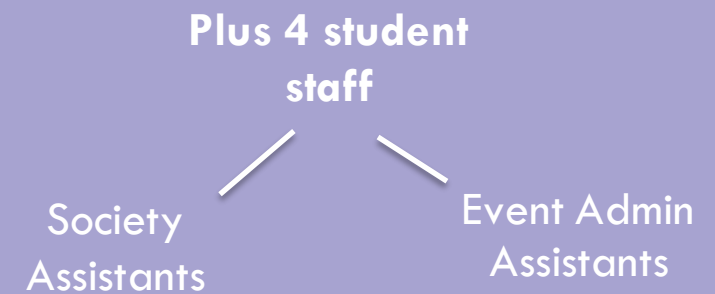
Wajiha

Student Opportunities
Coordinator



Pauline

Funds Coordinator



LSESU Sports Team



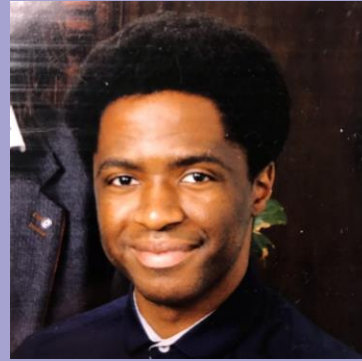
Alex

Sport and Recreation Manager



Lewis

Sports Coordinator



Batanai

Physical Activity
Coordinator



Fergi

Marshall Centre Manager



Patrick

Gym Supervisor



Activities and Communities Officer 2024-25



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Lauren Amdor

Oversees the development of your student groups and represents your views!

Accessibility

- Pick 'n' Mix Memberships
- Flexible Fun: recreational sports teams
- Give It A Go (3 Week Version)
- "Fresher's Flyer Fair"

Community

- SU Safety: working with groups such as Hands-Off, LGBTQ+, ACS
- Committee Socials
- Extending Active Lifestyle

Transparency

- Guides Demystifying LSESU
- Questions & Suggestions: introducing weekly walk-ins
- Finances

How we can help



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- Planning Events and Trips
 - Risk Management
 - Group Development
 - Processing Finances
 - New Group Formation
 - Contract/Sponsorship Signing
 - Elections
 - Sponsorships
 - Signing Contracts
 - Libel checking
 - Training
 - Liaising with other LSE Departments
 - General Enquiries
- ...and lots more!

Contacting Us



Email

su.societies@lse.ac.uk

Location

3rd Floor, Saw Swee Hock

The team's core office
hours are 10am – 4pm
Monday – Friday

Drop-Ins

Weekly 15-minute sessions with the Societies Team.

Bookable through Student Hub.

Please note: Dates and times for 24/25 tbc.

Committee Hub

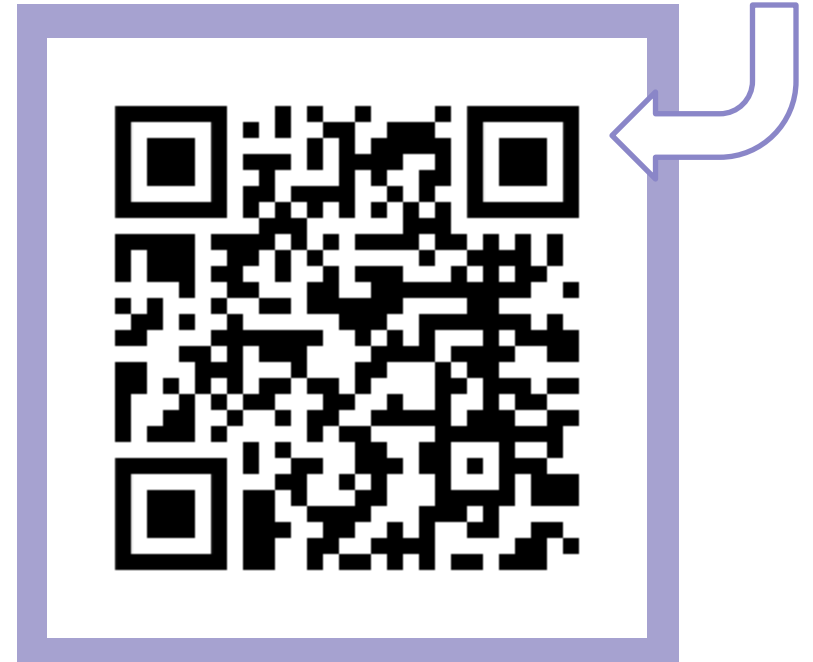


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- Section of the SU website dedicated to Committee Members
- It includes everything you might need, including:
 - Information on SU processes
 - Event forms
 - Risk assessment and budget guidance
 - Finance support and all relevant forms
 - Trip information
 - Forms to book a Sheffield Street Stall
 - Health and safety information

...And much more!

Scan here



Your Society LSE Email Account



- Previously, all societies have had a Gmail email address.
- Later this month, you will receive a **new email address.** Core committees will receive this via email.
- This will be an @lse.ac.uk email address
- Old Google Drives will be deleted.
- **By 1st September, can you delete any files you no longer need in Google Drive.**
- Please check this email account regularly, as we will send important updates and information specific to your group.
- **This must be your only email address used for your group.**

Additional Training



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Online Modules

- An in-depth look at all aspects of running a Club or Society.
- Available 24/7 via the Committee Hub website.

Development Forums

- Dedicated sessions tailored to your requirements.
- Focused on events, finances and general enquiries
- 1:1 meetings with SU staff to have all your questions answered

Further info coming soon

Further Sessions

- Active Bystander
 - First Aid
 - SUF
- Freedom of Speech
- Welcome Fair Briefing

Further info coming soon

Active Bystander Training



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- This training is *mandatory* training to Presidents + other key committee roles.
- Designed to give you the tools and confidence to intervene as an active bystander.
- This **FREE** training
- In-person, Saw Swee Hock.
- Sessions will last for 1.5 hours.
- Still training sessions available to sign-up!



Your Roles and Responsibilities



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Committee Communication

- Liaising with SU where necessary
- Ensuring regular communication with and between your fellow committee

LSE/ LSESU Regulations

- Respecting timeframes
- Completing relevant forms as and when required

- **Representing your members**
- **Adhering to the Code of Conduct**
- **Ensuring your activities are inclusive and welcoming**
- **Ensuring activities are as safe as possible**

Handling Issues

- Complaints
- Disputes
- Reporting incidents and injuries

Overseeing Your Finances

- Managing yearly budget
- Ensuring legitimacy of expense claims



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A few more essentials...



Memberships



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Please ensure anyone who is part of your society purchases membership.

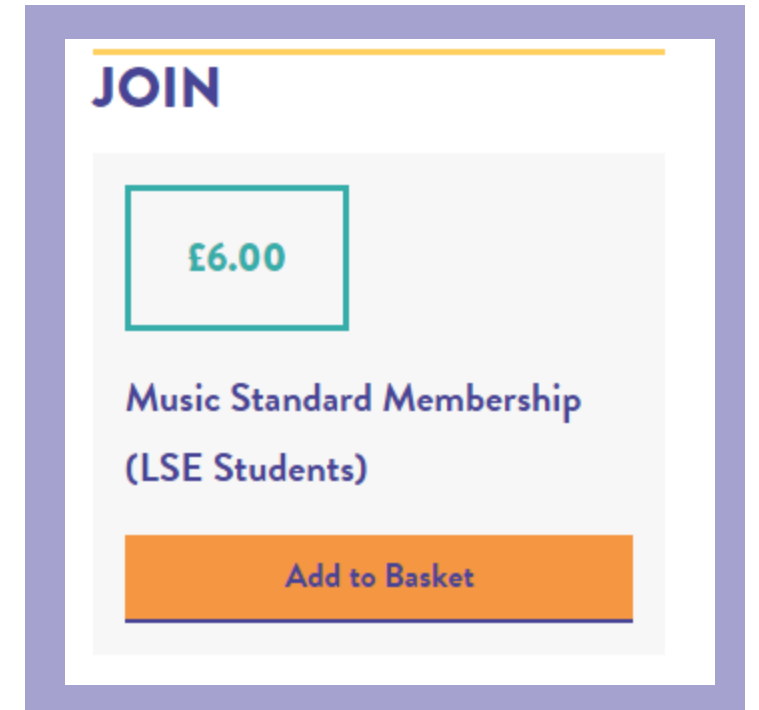
Once people have bought membership, they:

- Will receive any communications sent out by your society through the website
- Are eligible to run and vote in elections
- Have access to member-only tickets and discounts
- Are covered by SU insurance when taking part in your activities

It also is a great source of income for your group!

Associate Membership

- You can also apply to sell Associate Memberships to LSE staff and alumni.
- The price of these must be higher than Standard Membership, to ensure current students get the best deal!
- Get income generation for your society!
- We have partnered with London Film School & New York University (NYU)



Elections



- All core committee must be elected through SU elections (President, Treasurer, Secretary).
- The SU will automatically run these for you, and will reach out if we need any info from you.
- These are run online in March and October
- Non-core roles can be included in the SU elections, or you can democratically elect them yourself. Please ensure all members have a fair an equal chance!

Dates of next year's elections:

Autumn Term (PG Groups & Mop-ups)

- Nominations Open: 30th Sept '24
- Nominations Close: 8th Oct '24
- Voting: 10th – 11th Oct '24

Winter Term (All Student Groups)

- Nominations Open: 24th Feb '25
- Nominations Close: 9th March '25
- Voting: 18th – 19th March '25

Newsletter



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Sent weekly from the Clubs and Socs Team to your personal LSE email address.

Includes:

- Important updates
- Upcoming dates and deadlines
- Exciting opportunities
- Celebrations of recent events and achievements

Please share any relevant information with your members

Awards and Recognition



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Societies Awards

An evening of glitz and glam celebrating all of your amazing achievements

Includes awards such as:

- Best New Event/ Initiative
 - Best Conference
 - Best Collaboration Between Societies
 - Outstanding Contribution to the SU
 - Most Improved Society
 - Society of the Year
- ... and many more!

- **Society of the Week – SU Instagram**

- *We're thinking of other new ways to celebrate our society's achievements next year!*





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Equipment and Storage



- We have the Societies Cupboard on the 3rd floor of the SU
- Space is limited, so please keep this space for small items like banners, small boxes and general equipment
- If you would like to store something in there, please email us, or speak to a member of the SU in advance. We will agree storage on a case-by-case basis.
- For insurance, we need to know everything that's in there!
- Accessible between 10am – 4pm on weekdays
- Please ensure any post is clearly addressed to your society. We will keep it for 2 weeks.



AUDIT DEADLINE:
28th June

Handovers



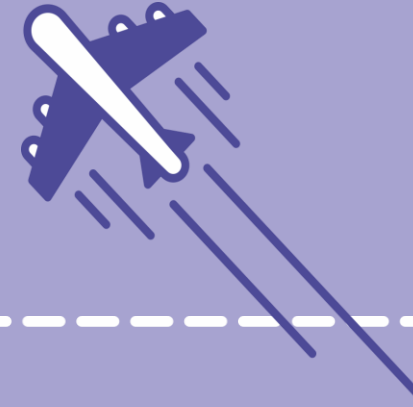
All 2023/24 committees have been asked to prepare a handover.

These include:

- Passwords
- Information on finances
- Feedback on this year's events
- Inventory
- Advice and top tips

Please let us know if you need a copy!

Welcome 2024



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Tues 24th – Thurs 26th September
Full essential briefing later in Summer

- 24th - National, Cultural, Faith and Charity
- 25th – Sports Clubs, Special Interest and Media Groups
- 26th – Academic and Careers



The Welcome Marquee

Activities and Funding

Each year during the Welcome period, LSE books a marquee for CBG square. Each year, we open this marquee up to SU societies and clubs, so you can all book space to run an activity.

This year, we would appreciate if you ran an activity while using the marquee. This could include running a craft activity, a give-it-a-go session, an interactive information session, or a small social. However, please feel free to use your creativity to come up with events beyond this list.

To assist you in putting on an interactive activity, we will offer each society up to **£100 in expenses**. You could use this towards materials for your chosen activity (e.g. art supplies for a crafts activity) or food/drinks while your activity (e.g. dance/exercise lesson) takes place.



The Welcome Marquee

Available Dates and Times

The marquee will be available to book in one-hour slots in the afternoon of Week 1, with some limited slots available at the end of Week 0 as well. As we have a larger marquee this year, up to two societies can use this space at once during each of the one-hour slots. Currently, the available times we have on offer are:

- **Friday 27.09.24 from 13:00-14:00, 14:00-15:00, 15:00-16:00, 16:00-17:00**
- **Monday 30.09.24 from 13:00-14:00, 14:00-15:00**
- **Tuesday 01.10.24 from 13:00-14:00, 14:00-15:00**
- **Wednesday 02.10.24 from 13:00-14:00, 14:00-15:00**
- **Thursday 03.10.24 from 13:00-14:00, 14:00-15:00**
- **Friday 04.10.24 from 13:00-14:00, 15:00-16:00**



**SIGN UP HERE
FOR YOUR**





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Give us your feedback!

Please scan the QR Code to let us know how you found this session/the day.





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Next Sessions

Finance and Funding
(Presidents and Treasurers)

Venue and Mezzanine
11:00 – 12:00

Media and Comms
(Secretary, Comms Officer etc)

6th Floor Café
11:00 – 12:00

