

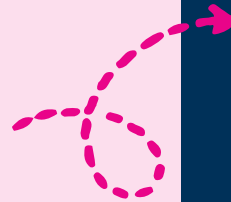


Welcome to committee training!



Agenda

- Welcome & introductions
- SU governance
- SU Support
- SU Comms
- Events & Activities Team
- How to run a student group
 - Committee Roles & Life-Cycle
 - Health and Safety
 - Events Planning & Room Bookings
 - Comms
 - Finance
 - Website admin
 - Additional Training



Welcome and Introductions



Every year we train club and society committees so you're ready to run your group and activities.



We update our training each year, so all the key information you'll need is delivered through training sessions like this one.

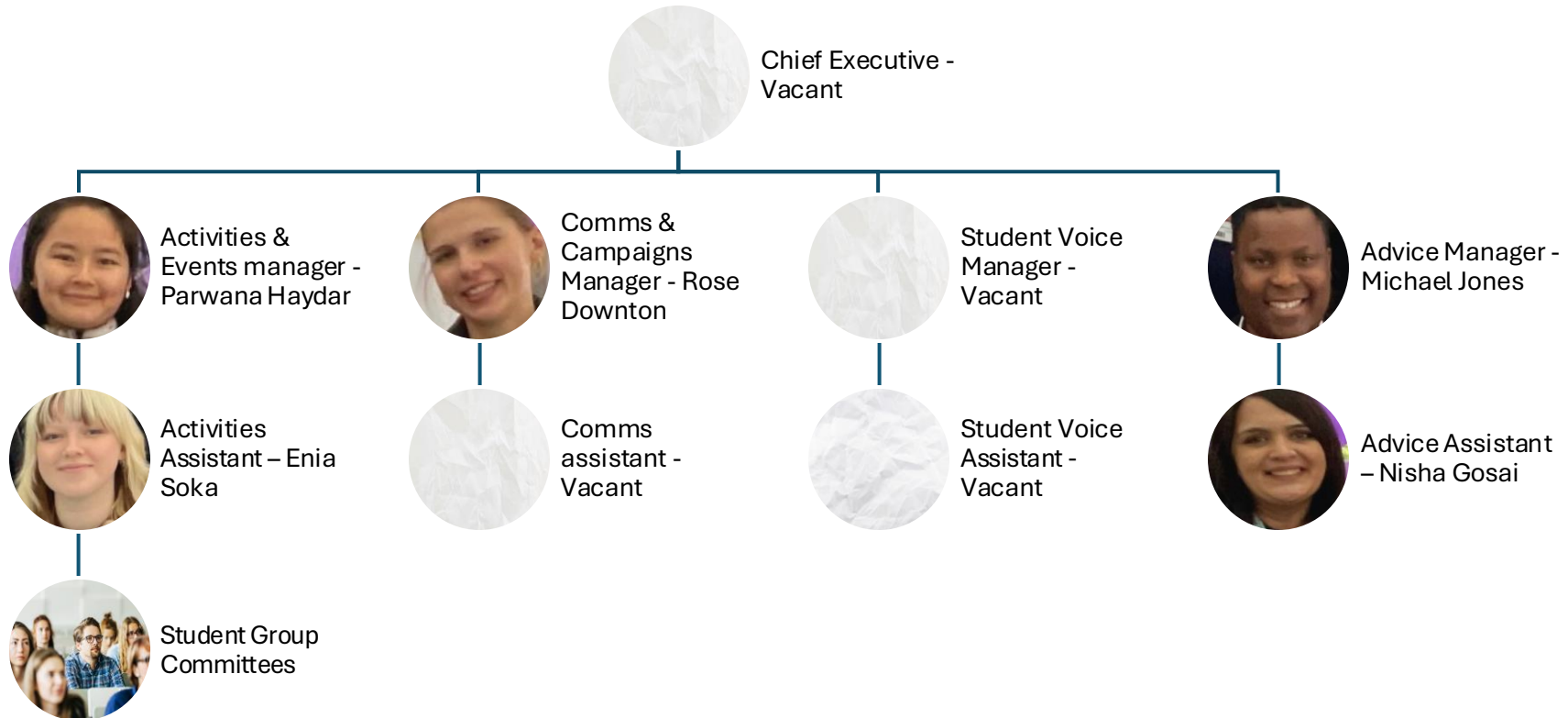


There will be a short quiz which we will send to you to complete after the session – only then can you be a fully trained committee member and run/start your Student Group.



This training will be recorded and available on our website throughout the year so you can go back over anything you need a refresher on.

SU Governance



SU Support by Michael Jones

BBK Student Union Support offers free, confidential advice that is independent of the university. Our advisers are dedicated to helping you navigate academic challenges, understand university regulations, and make well-informed decisions. We strive to provide this service in a friendly, professional, and non-judgemental manner.





Comms Team



How can we help you with communications for your society?

Who works in comms



Rose Downton

Communications and
Campaigns Manager

I run the bigger campaigns,
the email newsletter and the
website

A photograph of the Birkbeck University of London building, featuring a brick facade and large windows. The name 'BIRKBECK' is prominently displayed in large, dark, serif capital letters above the entrance.

BIRKBECK

How to reach us

Instagram: @birkbeckunion

General inbox: studentsunion@bbk.ac.uk

Comms manager: r.downton@bbk.ac.uk



Activities & Events Team

Parwana Haydar (Activities Manager)

p.haydar@bbk.ac.uk

- **Manages student groups and team finances**
- **Plans SU Central Events**
- **Represents team interests in Board of Trustees**



Enia Soka (Activities Assistant) e.soka@bbk.ac.uk

- **First point of contact for student groups regarding room bookings & admin questions etc.**
- **Supports SU Central Events**

We run central SU events and support student groups and their everyday activity/events!

Running a Student Group



Student group lifecycle

A detailed version is available in the student group handbook, but this is a quick run through:

- Summer - Prep & Planning
- Autumn – Welcome, Recruitment of extended committee & beginning of competitions and activities
- Winter – Festive events
- Spring – Elections for next academic year, Training & SU Awards!
- Repeat!



Committee Roles

- Sports clubs
 - **The Captain** is the main point of contact for the SU. They set goals for the club, leads the club towards those goals, recruit membership, register the team for BUCS competitions, organise for coaching, venue booking and storage matters.
 - **The Chair** assists the Captain and ensures efficient, democratic and transparent running of the committee and full participation at meetings pertaining to all members.
 - **The Treasurer** supports the Captain and ensures that the running of finances are transparent and responsible. They handle invoices, budgets, apply for additional funding and expense claims.





Societies

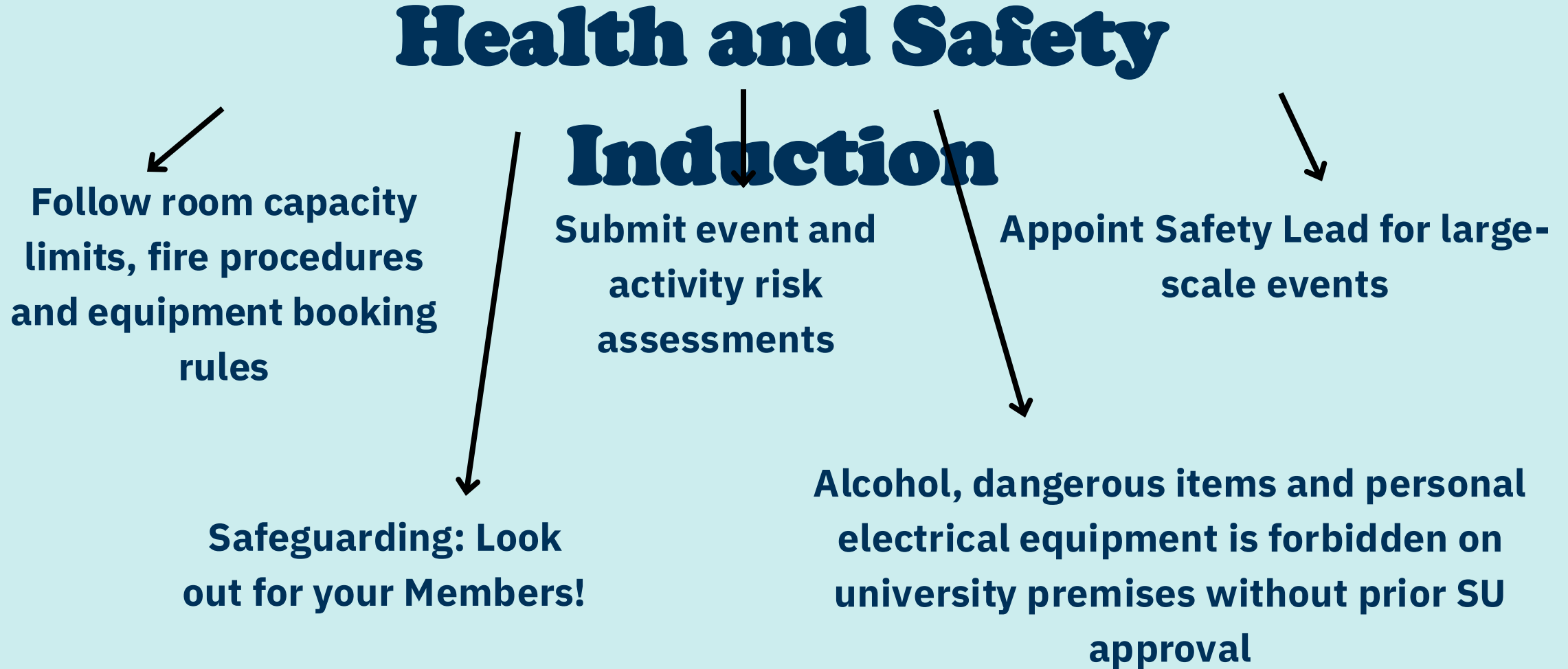
- **The Chair** is the main point of contact for the SU. They set goals for the society, leads the society committee towards their goals, oversee operations, recruit membership, lead society events and mixers.
- **The Vice-chair** assists the Chair in managing the society's activities, and steps in to lead when the president is unavailable. The vice-chair ensures efficient, democratic and transparent running of the committee and full participation at meetings pertaining to all members.
- **The Treasurer** supports the Chair and ensures that the running of finances are transparent and responsible. They handle invoices, budgets, apply for additional funding and expense claims.

Health & Safety Guidelines



Health and Safety

Induction



Follow room capacity limits, fire procedures and equipment booking rules

Submit event and activity risk assessments

Appoint Safety Lead for large-scale events

Safeguarding: Look out for your Members!

Alcohol, dangerous items and personal electrical equipment is forbidden on university premises without prior SU approval

Risk Assessments

- **Keeps everyone safe by spotting and reducing risks**
- **Helps events run smoothly and avoid problems**
- **Shows the SU and university that organizers are responsible**
- **Ensures activities follow health and safety rules**
- **Makes events more accessible and inclusive**
- **Provides clear steps for what to do in an emergency**

Risk assessment examples

(1) Activity / Area of Concern (what is taking place as part of the event?)	(2) Hazards Identified (what can cause harm?)	(3) Persons at Risk (who could be harmed by the hazard?)	(4) Current Risk Factor (high, medium or low) (determine the level of risk)	(5) Actions to be Taken to Minimize each Risk (what action can you take to lower the level of risk?)	(6) New Risk Factor (high, medium or low) (risk factor after action taken to minimize the risk?)
Boarding and disembarking boat	Slips, trips, falls; crowding at pier; missing the group	Students, staff	Medium	Staff to guide group during boarding; keep together; use flag/sign; remind attendees to hold rails	Low

(1) Activity / Area of Concern (what is taking place as part of the event?)	(2) Hazards Identified (what can cause harm?)	(3) Persons at Risk (who could be harmed by the hazard?)	(4) Current Risk Factor (high, medium or low) (determine the level of risk)	(5) Actions to be Taken to Minimize each Risk (what action can you take to lower the level of risk?)	(6) New Risk Factor (high, medium or low) (risk factor after action taken to minimize the risk?)
1) Offering students pizza	Allergens in the food	Students could have an allergic reaction to food	Medium	Display allergen information for each type of pizza	Low

(1) Activity / Area of Concern (what is taking place as part of the event?)	(2) Hazards Identified (what can cause harm?)	(3) Persons at Risk (who could be harmed by the hazard?)	(4) Current Risk Factor (high, medium or low) (determine the level of risk)	(5) Actions to be Taken to Minimize each Risk (what action can you take to lower the level of risk?)	(6) New Risk Factor (high, medium or low) (risk factor after action taken to minimize the risk?)
1) Alcohol will be served at the event	Excessive intoxication	Students	Medium	Calculate available drink quantity according to the number of attendees.	Low
2) Under 18's attending the event	Minors consuming alcohol	Students	Medium	Mark event as 18+ on the website and only admit ticket holders.	Low

Safeguardin



**Protects students
from harm, abuse
or unsafe situations**

**Creates a safe and
welcoming
environment for
everyone**

**Builds trust between
members, committee
leaders and the SU**

**Ensures societies follow
legal and university
safeguarding policies**

**Helps committee
members know how to
respond if someone
raises a concern**

**Promotes respect,
inclusion, and positive
behaviour at all
activities and events**

Reporting a Safeguarding Concern

1. If there is immediate danger or risk of harm:

- **Call 999** for emergency services.
- On campus, also contact **Birkbeck Security** – 020 7631 6310 (available 24/7).

2. For non-emergency concerns:

- **Report directly to the Birkbeck Safeguarding Team.**
 - **Email:** safeguarding@bbk.ac.uk
 - **Confidential reporting form:** available on the Birkbeck Safeguarding webpage
- You can also raise the issue **through a trusted staff member**, such as an SU staff member, tutor, or administrator – they will refer it appropriately.

3. Within the Students' Union (SU):

- If the concern arises during a **society, club, or SU event**, contact:
 - **Parwana (Activities Manager)** – for society or event-related concerns
 - **Michael Jones Safeguarding Lead** – **Be the first point of contact** for any safeguarding or welfare concerns raised during SU or society events.

Event Planning Guidelines



Events

Central SU events

- Welcome week
- Festive event
- Welcome back week
- Elections night
- SU awards
- Committee training
- Events with the University - Mental health week, orientation week, history months

Your events!

- Networking events (guest lectures, panel discussions, mixers, talks, seminars, workshops, training sessions, career fair, conferences, student symposium)
- Cultural events (Eid celebration, Diwali, drag show, lunar new year, open mic nights, talent shows, film screenings, going to see a play, comedy show, gig, student exhibition, wine & cheese night)
- Outdoor events (walking, hiking, camping, watching football, rock climbing, gardening, swimming, dancing etc)
- Health & welfare events (yoga, meditation sessions, nap event, Zumba, sensory room for sensory needs)



Event Proposal Form

Will be updated in the members area

External event proposal form. Please send us your event proposals a month before the event is due to be delivered.

Event Title (E.g "Treasure Hunt" / "Zine making workshop")	
Time/date	
Who leads the event (1 lead)	
Who supports the event (1 support)	
Who is the substitute (1 substitute member)	
For big events, who is the safeguarding member?	
Location/Room size and set up (if you have a different table/chair layout idea than the original classroom please indicate that here)	(Please fill in a room booking request , separately)
External speakers, full name, job title, email & phone number	
Resources Needed to buy from the SU card, please insert links (E.g., Food, drinks, raffle prizes for winners, guide-flag, decorations, mic, snacks, etc.) Send a copy of your budget template so the team are certain you have the right amount of money in your account.	
Optional: Event Description for Contingency Planning (Describe the event as if someone else had to run it without you. Include timeline, instructions, route, meeting points, etc.)	

Do's	Don't
Bring external speakers, charities, organisations that are aligned with the Union's values	Partner with a commercial company or organisation without our knowledge
Check out the external venue's risk assessment and safeguarding officer.	Sign a contract with a venue without our permission.
Fill out event requests form and risk assessments for big events.	Book a venue without our permission.
Make sure that your official communications channels are to members-only and that non-members do not attend your activities and events.	Invite people outside of your membership body to SU organized events (liability insurance - emergency contacts – health and safety)
Introduce us to the coach or instructor you are hiring - what are their skills and qualifications? Are they DBS checked?	Book or hire a coach or instructor without our knowledge. Book a coach or instructor without a DBS check (if your members are under 18)
Event risk assessment	Do not ask anyone you hired to send an invoice to Activities Team without giving us prior knowledge.
Report any issues, conflict, tension or accident immediately as they happen	Organise activities or competitions that could be a health hazard without telling us
Book the room or venue a month in advance, two weeks if it's a smaller event.	Sell tickets for an event before the room booking or venue is confirmed.

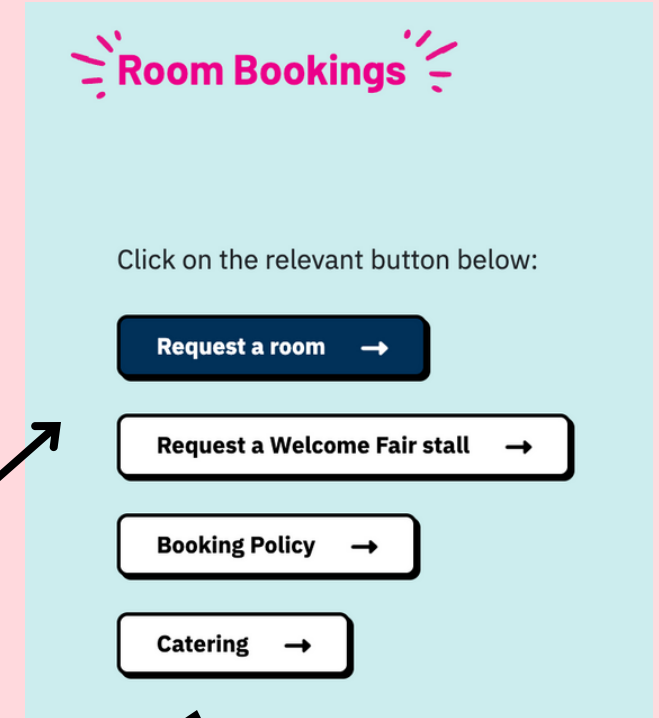
Room

Bookings



ROOM BOOKINGS & EVENTS

The Students' Union is able to book spaces across Birkbeck buildings and spaces for our recognised student groups, officers, and volunteers. This means your talks, workshops, meetings: all activities can be hosted on campus so students can easily get involved!



- All Room Bookings should be submitted no later than 5 working days before the event!
- Catering orders should be added to the Room Bookings notes no later than 1 month before the event!

4. Event Title * 

Enter your answer

5. In brief, what is the purpose of the event? * 

Enter your answer

6. Estimated Attendance: * 

Enter your answer

**The Room Bookings team
assigns rooms based on
expected capacity**

7. Date and Time: * 

Please note that bookings between 5 pm and 6 pm are not available as per College Policy
E.g. DD/MM/YYYY, START HH:MM (24 HOUR), END HH:MM

Enter your answer

23/10/2025, Start: 15:00, End: 16:30



**For repeating events in a
Birkbeck venue, list multiple
dates in the same booking**

**Example:
23/10/2025, Start: 15:00, End: 16:30
30/10/2025, Start: 15:00, End: 16:30
06/11/2025, Start: 15:00, End: 16:30**

8. Room Type * 

☐ Classroom

**Suitable for most socials, meetups
and talks - has Hy-Flex equipment**

☐ IT Suite

**Suitable for computing events only, rare
availability**

☐ Lecture Theatre

Suitable for lectures, debates, and movie nights

☐ Cinema

Gordon Square Building, rare availability

9. Room Layout * 

☐ Boardroom

**Room Layouts are only available
in Room Type - Classroom!**

☐ Cabaret

☐ Horseshoe (just chairs)

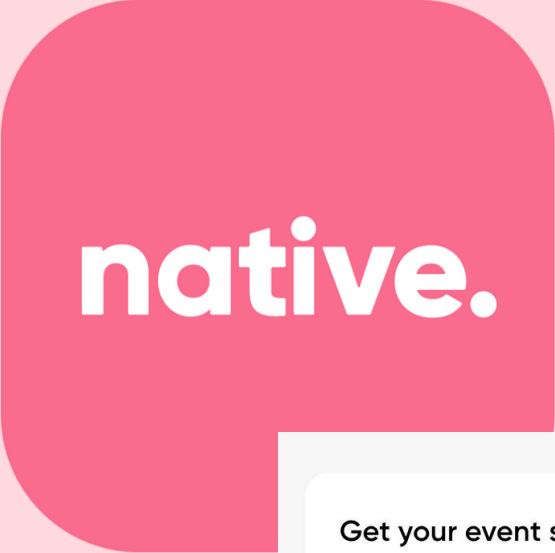
☐ Horseshoe (tables and chairs)

Block-Booking External Venues

- 1) All block bookings should be agreed on with the SU**
 - Send an email with dates, time slot and total cost to su-activities@bbk.ac.uk**
- 2) Once SU approves the booking, request an invoice from the external venue and the SU will pay it.**
- 3) Create a risk assessment for training in an external venue**

Communications Guidelines





native.

Create Event

Get your event started

Add essential information to your event to get it up and running to your audience.

Add event title > ✓

Add time/date > ✓

Add description > ✓

Add event location > ✓

Add category > ✓

Create event

Heads up! The checklist needs to be completed to proceed!

What is

Native?

SU Website
provider

SU Events platform

SU Commercial Partner

How can YOU use

1) Request access from
e.soka@bbk.ac.uk

2) Create an account via
invitation

3) Add your group events!

Which comms channels can you use to promote your society?



Social Media &
WhatsApp



Emails



Website/News
Article



Posters/
Digital
Screens/
Banners



Public
Presence/
Stalls

Five things to remember when creating comms for your society:

1	SAFEGUARDING	Don't engage in trolling or online bullying, if you are concerned please block or report the individuals
2	IMPARTIAL VIEWS	Do not talk badly about the university or university staff/students
3	ACCESSIBILITY	Keep your comms accessible e.g. using video subtitles, alt text on images etc
4	CLEAR BRANDING	Create a series of brand guidelines and stick to them, so that your society becomes recognisable to students
5	QUALITY CONTENT	Use high quality images; make your messaging clear and concise; think about what will catch people's attention



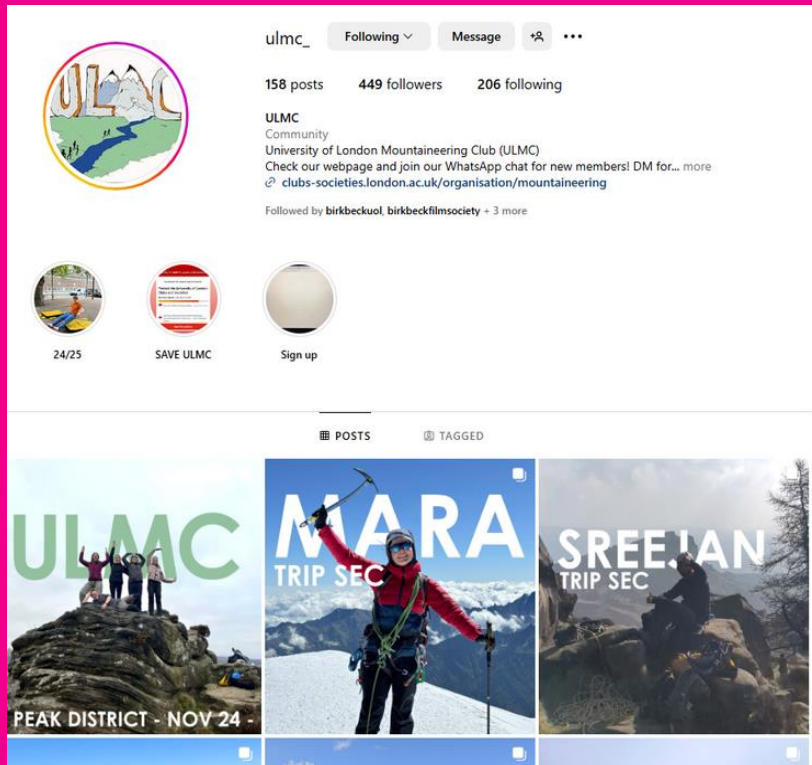
[Home](#) > [Student Communities](#) > [Sport](#) > [Mountaineering Club](#)

MOUNTAINEERING CLUB

Indoor and outdoor rock climbing, hill walking, scrambling or just a friendly chat down the pub.
We're open to all students in London. BEGINNERS AND ADVANCED WELCOME!



Case study of effective society comms: *ULMC*



- Clear, recognisable branding
- Frequent events
- Frequent posting on Instagram
 - such as 'hold of the week' competition
- Information on website kept up to date

Finance Guidelines



Reimbursemen

Reimbursements can be used if: **ts**

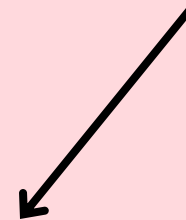
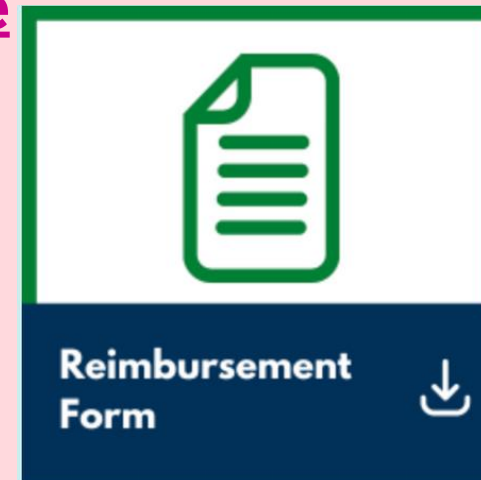
- You make a last minute in-store purchase (receipt necessary).

- If you need to make a purchase with a time constraint. Purchases like these MUST be agreed on with the SU before the expense. This is an option for emergencies and should not be considered standard practice. Reimbursements can take up to 2 months to be processed. Receipt necessary



RESOURCE LIBRARY

Find a useful pool of all possible resources below to help you complete tasks, guide you through uncertain scenarios, and provide you with information you may otherwise have missed! Can't see something here that you think would be useful? Let us know!



Claiming Money Back

- We don't want anyone to incur out of pocket expenses and we prefer to pay expenses ourselves – Claiming expenses back can be a hassle and take up to two months.
- Money that you have to spend towards your society spontaneously due to last-minute issues can be claimed back.
- It is important to be aware of what you can and can't claim back.
- Expense claims form can be found in member's area.
- If you have to claim back money in an emergency situation, please let us know:
when did the event take place, why wasn't a college card used?

Things you can claim back:

- Food
- Decorations
- Lessons
- Equipment(& servicing) necessary to your society
- Travel costs (for the benefit of all members)

Things you can't claim back:

- Taxis
- Any significant expenses without prior approval
- Expenses related to unapproved events or expenses made days before or after the event
- Petrol (without prior approval)
- Alcohol



Non-Staff Expense Form

		ACCOUNT DETAILS									
➔	NAME									[6 DIGITS]	
	ADDRESS	Home address, not purchase address								[8 DIGITS]	
											Note: if you hold an overseas account, please complete account details on the non-invoice (foreign) payment form

[illegible]

Claimant checks:

- ☒ I confirm I have checked and provided my correct bank details
- ☒ I confirm I have provided evidence for the expense(s) incurred

DATE: _____

SIGN: _____

NOTES:

- (1) Please follow the expense guide
- (2) For overseas travel claims, insurance approval must be attached to claim
- (3) If the claimant holds an overseas account, please also complete the non-invoice foreign payment form
- (4) If the claimant spent in non-GBP currency but holds a UK bank account, please enter the GBP equivalent
- (5) If the claimant incurred mixed currencies, please convert to one currency, as claims can only be entered and paid in one currency only

School checks:

- ☒ bank details have been verified with the claimant
- ☒ evidence provided by claimant has been checked and attached to claim

DATE: _____

SIGN: _____

Inform us if your account number contains less than 8 digits, otherwise it will be considered a mistake and will prolong the process of the reimbursement

Most purchase prices will need to be listed in the 'Other' column

Section will fill automatically

- **Signed by the SU, leave blank**

**Inform us if you
are both student
and staff**

**Insert the date
the purchase was
made**

If you add multiple receipts, add numbers 1,2,3 etc. rather than the printed receipt number on the document

List receipts, not separate items on a receipt. Add a general description like “Meeting Snacks” or “Venue Hire” in the ‘Description’ tab

Must be dated and signed

**Read this before
turning in the
form** 

Funding & memberships

- The amount of funding for each Student Group is influenced by the funding bestowed on us by the College.
- Almost all of your activities are paid by the membership fees, this is why it is important to set financial goals at the beginning of the year and adjust membership fees accordingly.
- This year we have a new funding structure; Creating Community fund.
- 10 Societies and Sports club can get £400 funding for a series of events and activities that Creates Community
 - In the organising of events there is an emphasis on
 - Consistency
 - Accessibility
 - Creativity
- When you want to make an expense, you need to send us your budget for the year to make sure you have the funds to pay for your expenses.
 - The treasurer must approve a spending before we can pay an invoice.



Budget template

- *Can be found in the member's area*

[illegible]

Creating Community Fund

Societies & Sports Clubs Community Fund (£400 for 10 Student Groups)

Up to £400 is available for Societies and Sports Clubs to organise a series of events and activities that build community at Birkbeck.

At Birkbeck, our students are unique - most are mature learners, many balance study with work and family, and around 1 in 3 has access needs. This means our events should be designed with inclusivity, accessibility, and flexibility in mind.

We're looking to fund activities that prioritise:

- **Consistency** – events that offer regular or ongoing opportunities to connect.
- **Accessibility** – low-commitment, easy-to-join events that welcome all students, including those with limited time or energy.
- **Creativity** – imaginative, engaging formats that make students feel relaxed, connected, and part of something special.
- **Quality over quantity** – well-facilitated, thoughtful events that make participation meaningful, even for smaller groups. Birkbeck students might come from afar to attend your event, it should feel worth it.

This fund is for projects that bring Birkbeck's diverse community together - in ways that work for our students' real lives.

Creating Community Fund

Examples of Eligible Activities:

- Monthly Community Meet-Ups (e.g. themed socials, afternoon tea with the Women's Network, film nights, or cultural evenings designed for drop-in participation)
- Guided Workshops (such as art, mindfulness, or writing sessions led by facilitators with clear structure and support)
- Book or Film Circles that run over a term, with optional attendance and discussion guides for accessibility.
- Sports Sessions that focus on inclusion and wellbeing, such as walking clubs, yoga, or beginner-friendly taster events.
- Creative Networking Events where students can share projects, ideas, or skills in an informal, supportive environment.
- Study & Support Cafés that combine light socialising with academic or wellbeing support.
- Community Celebrations highlighting shared cultural or social identities within Birkbeck's student body.

Application questions

- **How will your event or activity build community at Birkbeck?**
(Describe the purpose of your idea, who it's for, and how it helps students connect or feel included.)
- **How does your event reflect the fund's priorities of consistency, accessibility, and creativity?**
(Explain how you'll make your event welcoming, easy to join, and engaging for mature and neurodivergent students who may have limited time.)
- **Provide a brief outline of your event plan and budget.**
(Include what you will do, when and where it will take place, estimated attendance, and how you'll spend the £400.)

We take applications running from 1st november - 1st december.

It will be judged by an officer panel

You will hear from the team by 12th December.

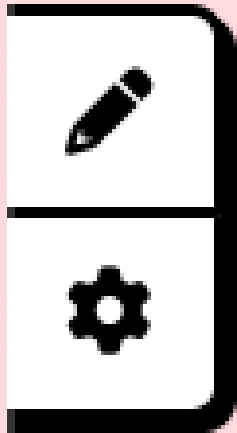
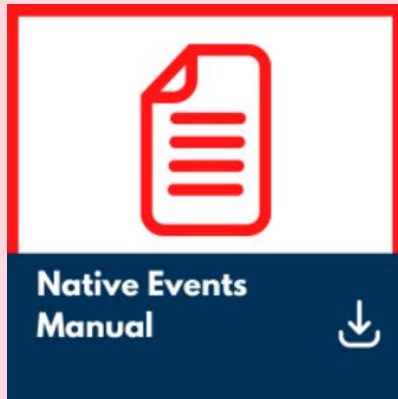
Send the application to SU-Activities@bbk.ac.uk

Website Administration Guidelines



Website

First Point of Reference **Administration**



Control Panel

- Edit template page
- Dancesport Club admin tools
- Edit Dancesport Club events
- Edit Dancesport Club news
- Edit Dancesport Club resources

**View members who
have purchased
memberships**

!! Committee members who are appointed on the website backend (entered manually by the SU) have most administrative access except for changing membership prices and adding priced tickets

Website admin

- The administrative dashboard of the Students' Union website is the heartbeat of your student group. From within, you are able to;
 - Edit your student group page
 - Edit your student group logo
 - Send all-member communications and email
 - See the breakdown of your membership
 - Create events and ticketing
 - And more...

A student should be able to read your society page and know precisely what your society is about, what types of events or meetings you provide, your society's aims for the future, who you are as the committee (names/roles) and the cost of your society membership.

Please read the Website Administration Manual for very detailed, step-by-step guides on how to perform each task!

Resources on website

- Student group handbook
- Website Admin Manual
- Native Events manual
- Brand Guidelines
- Team Birkbeck Brand guidelines
- Event proposal form
- New student group proposal form
- Reimbursement form
- Birkbeck SU logos
- Team Birkbeck Logos
- Student group code of conduct (in process)
- Budget templates (in process)
- Event risk assessments (in process)





Additional training

- First aid training
 - Safeguarding training from the college
 - Any trainings you need to run your student group – please ask us!
- 

Thanks for listening!

