

**L M S U**

**Student groups**

# **Student Group Guide**



# Welcome to Student Groups

## What we do

Need a social life at Uni? We've got U

Uni is the best time to explore new interests and meet new people, and where better to do that than through our Student Groups?

Our Groups offer students the chance to get involved with student-led activities on and off campus, and cover four areas:

- Interest Societies, based on a hobby or interest
- Community Societies, based on faith, culture, and identity
- Sports Clubs, based on competitive sport
- Verve Media, our family of TV, Radio, and Magazine

## Why we do it

As a Students' Union, we exist to make sure that every single one of our members gets the most out of their time at London Met.

Over the next five years, we're embarking on an ambitious strategy - and it won't be possible without the amazing work of all our volunteers (like you!).

In our strategy we promise to:

1. We promise to help you feel part of a community at London Met.
2. We promise to make you more employable.
3. We promise to support your wellbeing.
4. We promise to give you a strong voice at London Met.

We'll commit to keeping our promise with a focus on equality diversity and inclusion, resources, governance, communication, and people - whether that be for our student representatives, full-time staff, or volunteers.

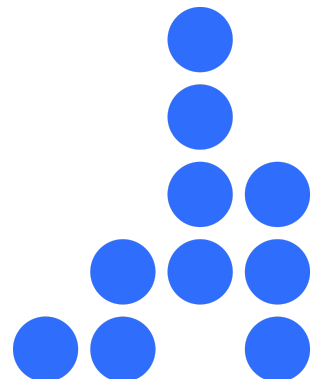
## Thanks to all our volunteers

Hi there! Firstly, congrats on getting on board.

My name is Margarita Damai - your officer for GSBL & SHS. I am responsible for activities and Student Groups. I'm very excited to help your society flourish during this year, so don't hesitate to contact me.

This will be an unforgettable experience for you. You will create a perfect network and develop several skills. We are all here to support you. Say yes to new experiences! Let's fly towards the **sky of success**. Your success is our success!

*Margarita Damai*



# Getting Started

## Recruitment, onboarding & support

### Recruitment

There are two ways that you can lead a Student Group at London Met:

- Directly Elected: Each Student Group hosts an annual election online, typically in Term 2. All of the members of the Student Group are able to run for positions, and vote.
- New/Adopted Student Group: When a Student Group is new or adopted, it must name 3 students in its application to run the Group in the mandatory roles of President, Secretary, and Treasurer.

**You should never 'add' people to the committee without a by-election, as they won't receive any training, support, or recognition.**

### Training

All continuing Student Groups complete a piece of 'Summer Paperwork' to set their Goals for the upcoming year, and ratify their Student Group constitution (a document that sets out what you

do, and why you do it). They will also be invited to training in September run by LMSU.

All new Student Groups complete a piece of online paperwork which includes an online version of training, and are invited to an on-boarding meeting with LMSU to talk through specific goals.

### Continued Support

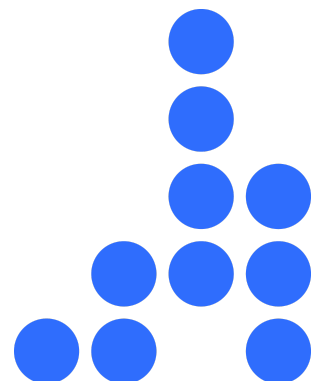
All Student Groups receive full time support from the Student Activities team.

This includes a monthly Student Groups newsletter of deadlines, advice, and opportunities, alongside ad-hoc advice via email, telephone, or dropping into the office for a chat. We also administrate your Student Group's functions, like booking rooms and managing money and you can find out more about this on the Opportunities page.

### Rewards & Recognition

At the end of the year, all our Student Group Leaders receive a certificate of achievement, and have their status as a 'Student Group Leader' included on their degree transcript.

We also offer additional awards throughout the year, like Student Group of the Month, and opportunities for recognition through volunteer-only social events alongside our other volunteer students.



# Your Role

## What you can expect

### Overview

There are different types of Student Group Leader you can be, and they typically fall into 4 categories:

- **President or Captain** - Leader of the Group, responsible for motivating their team and setting out their vision for the year.
- **Secretary** - Responsible for the communications of the group, and liaising with LMSU to book space for events and activities or committee meetings.
- **Treasurer** - Responsible for keeping track of the finances of the group, alongside bidding for additional funding.

Some Student Groups create their own roles either when they start up, or annually over Summer. In the past we've had:

- Vice-President
- Social Media Manager
- Stylist
- Human Nutrition Expert

### Specific Duties

1. To devise, deliver, and evaluate events and activities put on for your members with your other Student Group Leaders

2. To seek out new opportunities for members to explore their interests, identity, or abilities through your Student Group

3. To maintain good communication with your membership through the email function of your [londonmetsu.org.uk](http://londonmetsu.org.uk) webpage

4. To be a key point of contact to LMSU, responding in a timely and professional manner and ensuring relevant paperwork is completed

5. To work well as a team with your other Student Group Leaders, and organise committee meetings that give everybody a chance to voice their opinions and ideas

6. To uphold the democratic principles of LMSU and to act in a fair and unbiased way

7. To act as an ambassador for LMSU, promoting a positive image in everything that you do

8. To carry out all duties in accordance with the LMSU policies designed to protect members of staff, elected representatives, volunteers or students from harassment. It is the responsibility of the postholder not to act in a prejudicial or discriminatory manner towards staff, elected officers, volunteers, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it

9. To take reasonable care of health and safety of self, your members and resources whilst volunteering and to comply with the SU and University Health and Safety Policies.

# The Basics

## How we work with volunteers

### Our Volunteer Policy

We work with a lot of volunteers at LMSU, including Student Group Leaders, Student Representatives, Student Council Members, and more.

We're committed to the proper development and support of each of our volunteers; you can familiarize yourself with our volunteer policies, and read our all-encompassing Volunteer Handbook, on our LMSU site.

### Data Protection: Our Role

In the course of your time volunteering with us, we may collect and store your information in various ways:

- Post / Email
- Telephone / Answer Phones
- Computer Systems / Electronic Media
- Manual Records / Books
- Whiteboards / Noticeboards

Any private and personal information will only be used for the purposes it was given and not released to others without consent.

All staff who hold this information are responsible for ensuring your information remains secure and confidential at all times,

and disclosing information to others without consent may lead to disciplinary action.

### Data Protection: Your Role

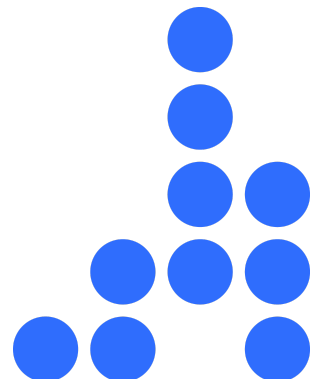
In the course of your time volunteering with us, you may come into contact with students and service users' information.

We administrate your membership list on your LMSU webpage and further information on how to access this list to contact your members is included in this guide, and advice is available at any time by getting in touch with us.

You should not take membership data through any other means, and you must read and understand our GDPR and data protection policy and procedure. If you have any doubts about your compliance, get in touch with us.

### Useful Links

- [Our Volunteering Page](#)
- [Our Policies](#)



# Policies

## Key Information

### Your Constitution

Your constitution is basically a document which sets out what your Student Group is - your name, membership fee, and aims.

It also ensures that all Student Group Leaders agree to our terms of affiliation, making sure you abide by our policies in Student Activities, and specific policies such as - but not limited to:

- Our Code of Conduct
- Equality & Diversity policies
- Safeguarding policies
- Student Activities specific policies and procedures, including but not limited to External Speakers
- Health & Safety policies
- Volunteer policies
- GDPR policies

### Discipline

Disciplinary action is very rare, and we seek to solve disagreements amicably. However this isn't always possible.

You may be removed from your post if you violate the policies as mentioned above and in your constitution, or if you miss two scheduled meetings with LMSU.

### Making Complaints

If you wish to make a complaint against LMSU or our services, such as a Coach for your Sports Group, this must be done in writing to LMSU's President setting out the grounds of the complaint.

If you wish to make a complaint about a fellow student, or University member of staff, you must follow the Universities complaints procedure.

### Your LMSU Webpage

Every Student Group has their own webpage on our LMSU Site - londonmetsu.org.uk - and is provided an LMSU email @LMSU.org.

**This webpage is where students join your Student Group, and your main point-of-contact to communicate with them.** You receive training on how you can edit this webpage, and interact with members who sign up through it.

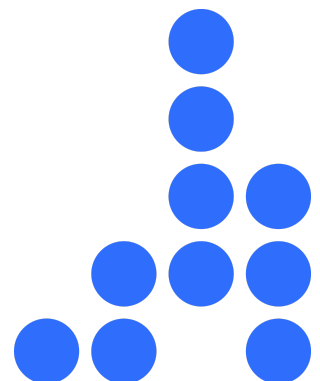
You can also create social media, however this is not mandatory and your primary method of communication with members should be via LMSU's Site.

### Health and Safety

We have insurance for all our Student Group Leaders and members against injuries that might happen at your events or LMSU-led events.

It is important to ensure all of your members have registered through your LMSU webpage to ensure they're covered by this insurance, alongside using our 'Report an Injury' form if an injury happens at one of your events.

In annual-training, or on-boarding, you will complete an annual Risk Assessment for your Student Group events to help you understand and prevent risky situations from arising - you will be given full advice and support in doing this.



# Opportunities

## How we empower you

### Room Bookings

We provide faff-free administration of any room bookings you need on campus. Simply complete our 'Event Form', making sure to give two weeks notice, on our website to secure a space for your Student Group.

You can request one-off bookings, or repeat room bookings for regular events.

### External Speakers

We offer the opportunity for you to bring speakers on campus to speak to your members. Again, complete an 'Event Form', making sure to give three weeks notice, on our website. We can also offer online space on our Collaborate platform.

### Your Bank Account

Any funds raised by your membership fee are kept in your Student Group bank account. This money is yours and yours only, and can't be spent by LMSU staff. You can't access it directly like an app, but you can ask to see your balance anytime by getting in touch.

### Funding Bids

You can bid for funding from our £6000 pot each month for ambitious projects and events - simply complete a 'Bid for Funding' form on our website, making sure to justify each expense you wish to make.

If successful, this money will be held in your LMSU account. It must be spent either by the 1st of January, for bids made for Term 1, or the 1st of August, for bids made in Term 2&3 - otherwise it will no longer be available to you.

### Spending Money & Refunds

When spending money on your Student Group, you can either:

- Pay for the items/services yourself, and request a refund from us.
- Ask us to pay for the items/services, giving at least 2 weeks notice.

You can do both of these things by completing a 'Request a Payment' form on our website where you can find out more about what to submit, and the speed of refunds. **You should never ask a company to generate an invoice in your name, as we do this for you.**

**You should never spend money on your Student Group unless you have the appropriate funds in your Student Group Bank Account, or have made a successful funding bid.**

### Safeguarding

In your role you may come into contact with children, young people or adults at risk. You will receive information on how to safeguard your members and others as part of your training.

If you come into contact with a safeguarding issue, you should not attempt to solve it - instead, you should follow the procedure for reporting a safeguarding concern as outlined in our Safeguarding Policy and procedure on the LMSU website or speak to your volunteer coordinator.

## Promotion

We're committed to promoting your events and activities. You can tag us on social media at **@londonmetsu** and we'll reshare any of your advertisements for upcoming events and activities to our stories.

You can also host a Student Group takeover on our social media, enabling you to control our social media for 1 day. Just get in touch with LMSU to find out more and suggest your idea.

## Storage

Any equipment bought for your Student Group - whether that's fancy dress costumes, or posters - should be stored in our Storage Cupboard.

You will be required to sign in-and-out of the storage cupboard each time you enter, and return, any equipment used for your events.

You must ensure to take care of any equipment you use for your events, and report any lost or damaged items immediately.

## Fundraising

If you seek to raise funds for charity as part of your Student Group, we offer a LMSU JustGiving account - which enables you to have a platform online for people to send money to the charity of your choice, and track the amount of donations you have received.

You should get in touch with LMSU if you wish to set up a fundraising event, and indicate any events which include fundraising on campus when completing an 'Event Form'.

## Online Resources

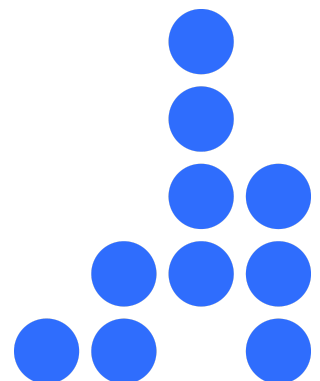
We seek to offer a wealth of online resources for you to engage with in the key areas of:

- Inclusivity
- Employability
- Promotion
- Event Management

You can find these on the Leaders' Hub.

## Useful Links

- [Leaders' Hub](#)





# Running your Sports Club

Getting ready to compete

## BUCS Play

You must download and use BUCS play to ensure your Club can compete in competitive sport against other Universities. You can download BUCS play on your phones APP store. If you have any accessibility issues, you should get in touch with us.

## Training & Coaching

We also set-aside appropriate space for your Club yearly, and you will be invited to share your requirements for sporting facilities with us in Term 2 each year. We work with London Met University in terms of space, however we may need to explore external facilities.

Our Team London Met membership covers the price of professional coaching for your Club training - we ensure that all our coaches have the relevant qualifications for your sport, in addition to passing DBS and first-aid checks.

Your coach does not lead your Club, however you must work in close partnership - you should always show respect to your coach in perfecting your craft, and disciplinary action may be taken against you and your Club if you show aggressive or discriminatory conduct toward your coach.

**You should never be expected to pay a Coach yourselves, and if this or any other issues arise please make a complaint to LMSU immediately.**

## Kit & Equipment

We commit to providing high-quality kit to all of our Sports Clubs, and ensure to replace any equipment that represents a hazard or is in poor condition. Kit must be collected by the Group Leaders before a match from the storage cupboard and brought to the match, it must be returned the next day and will be washed before the next match. If it is not returned, it is the responsibility of the Group Leaders to wash the kit themselves.

## Matches

We will invite you to share your intention for which leagues you would like your Sports Club to compete in each year - for most of our clubs this is British Universities & Colleges Sport Leagues and London Universities Sports League.

You will have all home and away matches communicated to you to ensure you can put together a team. You should inform LMSU immediately if you are unable to field a team for a match.

## Travel Refunds for Matches

We refund travel for matches for away-games within London, and further afield. You should ensure your team completes a Request a Payment form on our website to get refunded.

# Saying Goodbye

## Managing your exit

### When Your Role Ends

All Student Group roles end on the 31st of August annually, regardless of when your Group started, and to remain in post you must stand for election during your annual election.

### Student Group Handover

You should hold a handover with the new Student Group leaders before the 31st of August to exchange any social media passwords, contacts, and offer suggestions to the next committee so your hard work doesn't go to waste.

### Annual Survey

At the end of the year we run an annual survey to ensure you're able to give your opinion on how Student Activities supported you.

In 2020-2021 we were proud to have received high satisfaction in our service. To ensure Student Activities improves and our figures are accurate, we encourage you to complete the short survey each year for feedback.

### Your Skills

You get as much out of it as you put in, and we're confident in you developing skills during your

time in the role. Some of the skills you can gain at the end of your role include:

- Community building
- Decision-making
- Initiative
- Interpersonal and communication
- Networking skills
- Public speaking skills
- Teamwork
- Time Management

### Your Impact

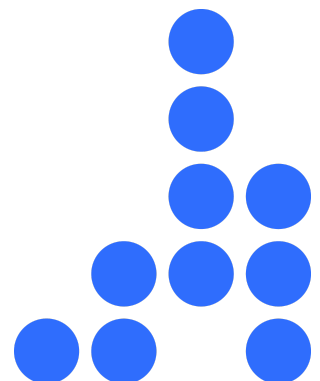
Having worked hard to organise events and activities for your members, we're confident you'll be able to have made a difference to students' social lives at London Met. You will have also directly contributed to LMSU's:

**Purpose:** The advancement of education for Students at London Metropolitan University for the public benefit

**Mission:** Empowering students to make the most of their time at London Met and transform their lives for the better

**Vision:** A connected community in which all students, from any background, receive the highest quality and transformative experience possible

**Values:** Student Led, Open, Creative, Kind, Inclusive, Ambitious



# Contacts

## Growing your network

### Student Activities Team

Student Activities Enquiries  
[studentactivities@londonmet.ac.uk](mailto:studentactivities@londonmet.ac.uk)

Officer for GSBL & HS  
Margarita Damai  
[tsmdama1@londonmet.ac.uk](mailto:tsmdama1@londonmet.ac.uk)

### Other LMSU Links

The Full-Time Staff and Officer Team  
<https://www.londonmetsu.org.uk/about/team/>

### The Rocket

The Rocket is London Met's licensed bar and event-venue:  
<http://www.rocketcomplex.co.uk/>

### Careers & Employability

The Careers & Employability team is here to help you build a rewarding career:  
<https://student.londonmet.ac.uk/jobs-and-employment/career-and-employability-advice/>

### Centre for Equity

The Centre for Equity actualises London Met's commitment to social justice:  
<https://www.londonmet.ac.uk/about/equity/centre-for-equity-and-inclusion/about-the-centre-for-equity-and-inclusion/>

### Sustainability Team

London Met has won numerous awards for its environmental performance, and the University is currently working on ambitious steps to reduce our carbon footprint:  
<https://www.londonmet.ac.uk/about/sustainability/>

### University Sport

For recreational Sport and fitnesses classes, alongside health and wellbeing, you can get in touch with University Sport:  
<https://www.londonmet.ac.uk/about/sport-and-fitness/>

### Social Media

#### London Met Students' Union:

Facebook /londonmetsu  
Instagram @londonmetsu  
Twitter @londonmetsu

#### Team London Met (Sports):

Instagram @teamlondonmet

#### Officer Team:

Instagram @lmsuofficerteam

