

SUBU COMMITTEE TRAINING

Programme

24/25



General Event Information

When: 20th September 2024

Where: Level 2, Executive Business Centre, Lansdowne Campus

Time: 09:00am - 17:00pm

You must register your place at the SUBU Committee Training conference. If you have not already done so, you can register now at the link below:

[Register Here](#)

Agenda

09:00

Registration opens with a conference breakfast

09:30

Welcome and opening plenary

09:45

Committee Responsibilities and expectations

10:00

Health and Safety

10:50

Break

11:00

Finance

12:00

Oh, the Places We'll Go! Organising society trips and events

12:45

Lunch - provided by SUBU

13:30

Volunteering

Campaigns

High Risk Induction

14:15

New Members

Democracy

Academic Societies

15:00

Break

15:15

Sponsorships

Social Media

Careers

16:00

Access All Areas: Inclusion, Accessibility and Welfare

16:45

Closing plenary

17:00

End of Conference

Full session descriptions are available further into the programme

Session Descriptions



Welcome and Opening Plenary

Join us for a welcome plenary from Jeffery Ononiwu, your Vice President Student Opportunities for 2024/25.

EB206 - Required



Responsibilities and Expectations

Get the run down on what is expected of you as a committee for the 24/25 academic year and how the Student Ops team is here to support you!

EB206 - Required



Health and Safety

You are responsible for the safety of your members during your events and activities. This session will give you an overview of your Health and Safety processes and a deep dive into risk assessments.

EB206 - Required

Session Descriptions



Finance

Student activity costs money, join us for this session on your finance processes to make the most of your upcoming activity.

Please note clubs and Nerve will be separate

Clubs: EB206, Nerve: EB205 - **Required**



Oh, the Places We'll Go! Organising society trips and events

This session covers organising accessible, one-off events and trips for your club/society. This will include transport, booking accommodation and tips for international travel as a group!

EB206 - **Required**

After lunch, you will have the choice of which session you want to attend. We strongly encourage your Committee to split themselves between the sessions to ensure you get the most out of your day at Conference. If you are unsure what session you would like to attend, think about your interests, plans for the coming year and your goals after your term in post. If in doubt, speak to a member of the SUBU team.

Options for the 13:30 session



Make an Impact - helping out in your local community

Find out how your club or society can make a difference in the community, get you connected with charities, and how volunteering can buff up your own C.V.

EB202



Becoming a Changemaker

Want to enact change or raise awareness of an issue but not sure where to start? Learn the skills to run a successful campaign, become a force to be reckoned with and get your voice heard!

EB203



High Risk Induction

Compulsory for the Health and Safety Officer and one other Committee member of each High-Risk Society. If this session applies to you, you have been contacted ahead of your attendance.

EB205 - Required for High Risk Societies

Options for the 14:15 session



Fresh Meet: Attracting new members

Are you worried that no one would turn up to your society activities? From Freshers Fair to the brand new Give it a Go scheme; come along to this session and learn the best ways to pull in new members!

EB202



Have your say!

Ever experienced challenges or issues at University or want to improve university life but unsure of how to change what's happening? This session will give you the tools to make real change and improve your student experience.

EB203



Empower Your Voice

Curious about Student Reps and why they're game-changers? Join our session to uncover how they amplify student voices and how representation can take your society to the next level. Don't miss this chance to level up your committee's impact!

EB205 - Recommended: Academic Societies

Options for the 15:15 session



Sponsorships: Crafting your offer

Sponsorships are a great way to enrich your members' experience. Join us for this session exploring what makes a good sponsorship, how to build your offer and attract good sponsors.

EB202



Maximizing social media and online presence

In this session, we will explore how you can use digital channels such as your social media and club page on the SUBU website to engage your audience and attract new members.

EB203



Experience to CV with Careers BU

Join the BU Careers Team for a session on how you can effectively turn your committee experience into CV boosters and set yourself apart from other candidates!

EB206

Session Descriptions



Access All Areas: Your backstage pass to Inclusion, Accessibility and Welfare

This session will give you the lowdown on how to be inclusive to students of all backgrounds, make sure they can access your activities and where to signpost them to when they need a helping hand.

EB206 - Required



Closing Plenary

As we wrap up this year's conference, join the team in EB206 for final notices.

EB206 - Required

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