**New student group development plans**

Durham Students’ Union strives to provide exciting opportunities for students to get the most out of their Durham experience. The opportunities that societies offer to students as members or on the committee are part of this vision, so we want to help you to run and develop your society.

With this information we can work with you to identify how we can best support your plans for the coming year. It is also a useful tool for passing on information to your new exec.

You should complete this development plan when you take over as a new committee. The questions are designed to help you reflect on any prior learning (e.g. from a society last year, or from other committee experiences), and then plan what you will do over the year.

The Opportunities Team will then go through it with you when we meet, and again midway through the year to see how you are getting on. This plan should be used as a working document – review it regularly, add to it when you think of new ideas, and ideally use it to inform the agendas of your committee meetings.

We hope you find it useful!

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| **Society name** |  |
| **Society email** |  |
| **President name & email** |  |
| **Treasurer name & email** |  |
| **Secretary name & email** |  |
| **Plan initially completed on** |  |
| **Completed by & date** |  |

**Handover Checklist**

[ ]  Get the old & new committees together. Talk about what went well last year, and what you will do differently.

[ ]  Make a note of all Society social media log in details.

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| **Facebook:** |  |
| **Twitter:** |  |
| **Instagram:** |  |
| **Snapchat:** |  |
| **Other:** |  |

[ ]  Make an appointment with the Opportunities Team member who supports your society.

[ ]  Sign & return your constitution to the Students’ Union.

**Learning from experience**

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| **What went well last year?**(If you are a new student group, this may be more difficult to evidence (reflect on what you have planned going forward). Can you think of other examples of successful student group activities? |
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| **What did not go so well last year/term?**(If you are a new student group, reflect upon any issues over the last term). |
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| **What will you do differently this year/term?**(If you are a new student group, reflect over the last term). |
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| **If you received funding from the Students’ Union last year, what impact did it have on your society and your members?** |
| **Society** | **Members** |
| (examples could include, purchased materials necessary to the activities of the student group) | (examples could include, increased the diversity of membership) |

**Events**

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| **What regular events and meetings will you have during the coming year?** |
| **Events** | **Meetings** |
| * (examples could include, monthly social)
* (examples could include, fortnightly film showing)
* (examples could include, fundraising/ bake sale)
 | * (examples could include Weekly meeting)
* (examples could include, AGM; once a year)
* (examples could include, exec election; annually)
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| **What events could you run throughout the year?**Think about ensuring your events are inclusive, varied and unique! You could organise trips, guest speakers, movie nights, fundraising and much more! |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

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| **Which other societies, student groups, associations or external organisations could you collaborate with, and how?** |
| **DSU Societies, Groups, Associations** | **External organisations/affiliations** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

**Stability & Sustainability**

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| **What do members get from their membership fee?****Why should they join your society?** |
| * (examples could include, access to employers at mixer events)
* (examples could include, summer & winter ball)
* (examples could include, field trips to places of interest)
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| **What equipment does your society currently have?**  |
| * (examples could include, matts to exercise on)
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| **What equipment or resources do you intend to purchase this year?** |
| * (examples could include, food & drink for our social events)
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| **When will you have committee meetings?***Hint; think about what you will use your meetings to discuss. Consider scheduling then for set, regular times.* |
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| **How will your society raise funds for its activities and equipment?** |
| What are your ideas? | What actions do you need to take to make them happen? |
|  | 1. |
|  | 2. |
|  | 3. |
|  | 4. |

**Promotion**

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| **What is your Society brand?**(E.g. what do you want people to associate with your society? Fun, reliable, exciting, professional, trusted etc.) |
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| **How will you put this across on the website, via social media or in other ways?**(Think about key messages and what tone/style to use.) |
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| **What are your plans for a stall at Fresher’s / Re-Fresher’s fair \***Look out for sign up, end of Easter Term (for Fresher’s) and Michaelmas (for Re-Fresher’s) |
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| **What will your stall look like?** |
| * (Please list any printed materials, banners etc.)
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| **How will you engage with students?** |
| * (Email capture, sign up form etc.)
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* **Remember to speak to the Opportunities staff throughout the year about what your society does so we can promote your successes and achievements!**

**Student Community**

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| **Which exec member will attend the following;** |
| Societies Forum |  |
| Student group basics training |  |
| Finance training |  |
| Risk Training |  |

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| **How will you collect feedback on the SU from your members?**To help us ensure that the SU is continually student led we may ask you to complete a short survey. |
| * (examples could include, we will gather member feedback out our monthly meetings)
* (examples could be include, we will send an e-survey out at the end of each term)
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| **Could your society benefit the community through volunteering, or collaborating with other student groups?**Your society could volunteer at one–off action days, deliver sessions in the community or raise funds for a local charity. |
| * (examples could include, we will work alongside DUCK at certain fundraising events)
* (examples could include, we will collaborate with student charity groups)
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| **What GIVE IT a GO (GIAG) session(s) could you organise throughout the year?**GIAG lets your society offer free sessions for any students to try out – if they like it, they can sign up for a full membership! |
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**Your Targets**

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| **What size membership do you hope to reach this year?** |  |

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| **List between 3 and 5 additional targets for your society this year!** |
| **1.** |
| **2.** (examples could include, host a winter/summer ball) |
| **3.** |
| **4.** (examples could include, run three charitable events this year) |
| **5.** (examples could include, run two give it a go sessions this year) |

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| **Plan how you are going to make it happen!** |
| **Target** | **How will you achieve it?** | **What evidence will you collect?** | **Who is responsible?** |
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<https://www.durhamsu.com/group/resources/activityplanning>

**Budgeting**

**What might you need to spend money on throughout the year?**

Think about what is realistic to purchase and where the money will come from. You should firstly consider ticket sales, membership fees (via the SU website) or sponsorship; you can also apply for various grants at specific times of the year.

<https://www.durhamsu.com/group/resources/money>

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| **Activity/item and estimated cost?** | **How will you pay for it?** |
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**Committee Development**

Being part of a society committee is an amazing experience, from which you can gain so many transferrable skills. Help your committee to leave Durham Students’ Union with new skills and experience for the future!

In this section, each committee member should identify areas for personal development. This could be a skill set that you would like to learn, or some specific experience that you want to gain.

<https://www.durhamsu.com/studentgroupresources>

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| **Area for development** | **How will this be done?** | **Who can help?** |
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**Notes:**

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**Useful contacts:**

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