

Your Role as a Leader

Thank you for attending!

Please ensure you have signed into this session.

This Session

We will cover:

- What your members should expect from you.
- Role of Welfare Officer – what is expected and what training is available.
- Signposting to the Union Advice Service and UCL
- How to get the best out of your committee/democracy
- How to make a change
- Dealing with conflict – harassment/bullying.
- Union Policies to be aware of i.e. Zero Tolerance, Equality and Diversity etc.
- What to do if you are concerned about a member/an incident occurs
- Communicating with your members – how and why it's important
- Publicity Statement – (we will review this)
- Inclusivity, Diversity and our expectations
- Engaging with International / PG Students.

Any Questions?

Submit your questions to:

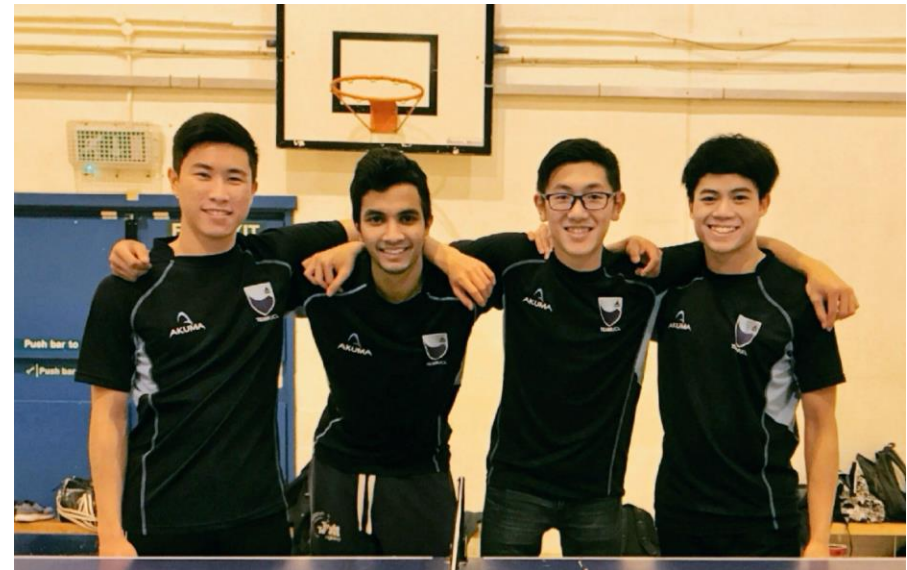
www.slido.com

Session Code: leader2018

We will go through as many as we can at the end!

Leadership

Group Task – in 4's can you discuss and write down what makes an excellent leader and what constitutes a poor one.



What your members expect from you

Group Task – on post it notes
can you identify what your
members should come to expect
from the President & Treasurer..



Role of Welfare Officer

What is expect and what training is available

- Reasons for the introduction of the role
- Represent all minority communities within Club/Society
- Overcome retrospective disengagement
- Tackle the bespoke barriers to accessibility of respective core Club/Society activity.
- Developing a strong and progressive culture of inclusivity throughout the Union.

Training will take place in Term 1.

If in doubt....ask for support



PROJECT
ACTIVE

U STUDENTS'
UNION UCL



Project Active!

Breaking down barriers to sport; helping inactive students get active!

- No Commitment
- No Judgement
- No experience needed

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Target Audience

- Women – Women's Only Sessions
- Post Graduates
- BAME Students
- Students with disabilities

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Activators

- Student Volunteers who help facilitate sessions:
- Project Activators
- O2 Touch Ambassadors
- Hockey Activators
- Football Activators

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What's On

- Welcome Week taster sessions
- Weekly sessions each term
- This UCL Girl Can Week
- FA People's Cup Tournament

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How to get Involved!

- Run an event – club or society! So long as the aim is physical activity.
- Become an Activator and help facilitate sessions

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Support

Students' Union UCL Advice Service

Website: www.studentsunionucl.org/help-and-advice/advice-service

Drop in: Monday – Thursday 11am – 1pm and 2pm – 4pm,

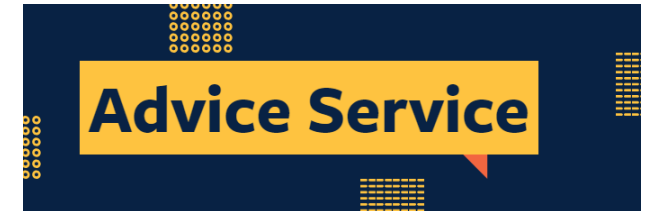
Friday : Office Closed

Address: 1st Floor Bloomsbury Theatre, 15 Gordon Street, London
WC1H 0AY

Telephone: 020 7679 2998

Mental Health First Aiders

We have a number of trained mental health first aiders.



Getting the best out of your committee

Communication

- Regular committee meetings – with clear minutes/notes/updates.
- WhatsApp groups or similar.

Input

- Joint Decisions
- Always ask for input or have a committee vote rather than taking Chair's action

Getting the best out of your committee

Delegate

- Don't try to do everything yourself.
- Utilize individual strengths
- Make sure they are aware of correct procedures.

Oversight

- Make sure everyone is aware of their responsibilities
- Ask for regular progress reports at committee meetings
- Check in with them regularly

How to make a change

- Poll your members
- Club/Society Constitution - make changes at AGM/EGM (two thirds majority vote required)
- Attend Activities Networks
- Consult Officers
- Union Council
- Talk to the Staff team.

Dealing with Conflict

(Harrassment/Bullying)

- We will not tolerate any form of harassment.
- In the immediate instance, you can report harassment to a member of staff or a security guard.
- Harassers will be immediately removed from our venues. Their details will be taken and they will be disciplined in accordance with our disciplinary procedures.
- We can support in challenging harassment!

Harassment continued...

- Direct Action
 - Distraction
 - Delegation
 - Delay
- Reporting an Incident

Inclusivity and Diversity

- No segregated events
- Alcohol free socials
- Accessible venues
- Pride in Team UCL training
- Fair auditions/trials
- Try to make activity financially viable
- Welcome to all

Union Policies to be aware of

- Zero Tolerance
 - Equality and Diversity
 - Write your own policy?
 - Internal Code of Conduct / shared values
-
- Group task – quickly discuss what might be included in your Society/Club Code of Conduct or shared values

What to do if you're concerned about a member

If you are worried about their health and wellbeing you can:

- Fill in a student cause for concern form, this goes straight to SSW who will make contact with the student.
 - [Http://www.ucl.ac.uk/students/support-and-wellbeing/report-student-youre-concerned-about](http://www.ucl.ac.uk/students/support-and-wellbeing/report-student-youre-concerned-about)
- Encourage them to visit the Advice Service for support and assistance.

What to do if you're concerned about a member

Look at these pages on the Union website that help with mental health:

- <http://studentsunionucl.org/help-and-advice/personal-health-and-wellbeing/mental-health>
- Encourage them to contact Care First
- You are not here to solve stressful conflicts. If you think you need help, ask for support.
- Don't forget to look after yourself.

Communicating with your membership

- Membership List
- Emails
- Social Media
- Updates
- Feedback
- Passing on information from the Union

Publicity Statement

- Names / Logos
- Foreign Language / English Translation
- Personal Details
- Publicity
- Flyering

Postgraduate & International Students

- 53% PG and 42% International
- Consider everyone
- Taster session times
- Training times
- Specific offer

Questions?

We will go through as many Slido submissions as possible.

Any unanswered questions will be compiled together and emailed to all Presidents and Treasurers the following week.