

University of Bath Student Union

Societies Area (Arts, Media & General Societies) 2007/2008

Specific Objectives

Events and Activities

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
<p style="text-align: center;">Student Activity Participation</p> <p style="text-align: center;">Focus Target = <i>Student Involvement/Engagement, resource Generation</i></p>	<p>Greater involvement in Awards Evening</p>	<ul style="list-style-type: none"> • Online voting for awards in place 	<ul style="list-style-type: none"> • Nominations can be received from more students, aim for 300 	-	Socs Admin	Before Easter 08
		<ul style="list-style-type: none"> • Seek sponsorship for the event to lower ticket prices and encourage a greater attendance. Companies contacted start of financial year. 	<ul style="list-style-type: none"> • High quality event with secure funding confirmed two months before event. 	-		Nov/Dec 07
		<ul style="list-style-type: none"> • Sponsorship package in place to secure partnership between companies are retained for future years. 	<ul style="list-style-type: none"> • High quality awards in place with the support from a company that understands and supports the societies area as a whole 	-	-Awards evening organiser. -Student activities coordinator. -VP A&D -Exec committee	Dec/Jan 07/08
		<ul style="list-style-type: none"> • Seek extra sponsorship in form of restaurant discounts and meal deals to allow societies to gather together for meals before the event. 	<ul style="list-style-type: none"> • Rate cards updated local companies approached and deals with local companies secured for the evening and future events. 	-		Jan 08

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
Students Activities Participation Focus Target- <i>Resource Generation, Diversity, Student Involvement</i>	Run a Successful Societies Fair	<ul style="list-style-type: none"> To organise a fair for all societies and union student groups, during the first week after Freshers Week. To liaise with porters, and sports development staff on the layout and general set up of the event. Introduce a secure signing up procedure for new members. 	<ul style="list-style-type: none"> High quality fair held and publicised in advance. Ninety + stands in attendance to include all active societies and Union groups. All parties are well aware of their responsibilities i.e.EAP, Risk Assessments etc. Plus what will be taking place during the event i.e. motorbikes, food, cooking. All new members signed up successfully at the fair added to bahstudent.com quickly and effectively. 	£500, Hire of hall, Carpet ,tables, chairs, backing boards, admin etc.	Student Activities Coordinator VP A&D	Info in place Late Aug 07 Confirmed event details mid Sept 07 Details Jul 07
Student Activities Participation Focus Target- <i>PR, Student engagement/Involvement</i>	Extravaganza	<ul style="list-style-type: none"> To continue to organise arts extravaganza to raise awareness of the arts societies. 	<ul style="list-style-type: none"> Event organised and published. Ten + arts societies taking part. 	TBC	Arts Officers. Arts Events officer Staff	May
Student Activities Participation Focus Targets- <i>Resource Generation, Student Involvement</i>	Show in a Week	<ul style="list-style-type: none"> To continue to run the arts area 'show in a week' event. Increase ticket sales 	<ul style="list-style-type: none"> Event organised and published. Ten + arts societies taking part. Audience figures equal to 2006/07 (sold out) 	£100	Arts Officers. Arts Events officer Staff	TBC

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Student Activities Participation Focus Target – Resource Generation, Student Involvement/Engagement	Societies Ball	<ul style="list-style-type: none"> To confirm venue Ensure as many tickets are sold as possible. Look into sponsorship Look into holding the event S1/S2? 	<ul style="list-style-type: none"> Venue booked early on and price confirmed. Sold Out Extra money to support the event. More people could attend. 		Events officer VP A&D Act coordinator	Date confirmed Jul 07
Publics Relations Focus Target- Student Involvement/Engagement, Diversity, PR	To encourage groups to get involved with community projects	<ul style="list-style-type: none"> To contact Societies at the start of term about Community Projects. Forms to be sent out early to all groups asking them what kind of projects they would like to be involved in and what time of year is better. Aim to get ten+ societies taking part in community projects. 	<ul style="list-style-type: none"> Monthly plan in place to what events/projects are/could take place. List of community groups that are interested and support UOB societies. Relationships build for future years. 	-	VP A7D Admin staff Community Liaison Exec Officer	On going
Internal Communications Focus Targets- Student Involvement/Engagement, PR	Awareness of societies Events	<ul style="list-style-type: none"> Use of online events diary by all societies. Ensure that all diary's are linking to the main online diary with information on the best to use this function listed on the information pages for committees on bathstudent.com 	<ul style="list-style-type: none"> Events diary used by all groups, to list any events, meetings rehearsals, activities ect, 	-	Events Officer Admin staff	On going
Student Activities Trading services Focus Targets- PR, Resource Generation	To encourage the use of Elements by societies	<ul style="list-style-type: none"> Information on using and booking elements put on webpage. Leaflet/letter created to hand out to all groups. Information put in hand books to be given out to 	<ul style="list-style-type: none"> Increase use of elements for events and meetings. Twelve societies events throughout the year List of events due to take place. 	-	Officers VP A&D	On Going

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		committee members . <ul style="list-style-type: none"> Review the bar card system. 				
PR Focus Targets – <i>Student Involvement/Engagement, Resource Generation</i>	To encourage societies to work alongside RAG	<ul style="list-style-type: none"> Working with Rag to encourage societies to take part in RAG events. Research the possibility of fundraising money through their society event. 	<ul style="list-style-type: none"> 5 Societies to work alongside RAG to fundraise through their activities. Possible fundraising for charities acknowledged Date plan in place of future events taking place 	-	Officers VP A&D Act Coordinator	On going

Institution and Partner Colleges ?

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
Representation	Partner colleges	<ul style="list-style-type: none"> To review current support available to associated colleges and implement recommendations. 	<ul style="list-style-type: none"> ? 	-	Officers VP A&D Act Coordinator	
Representation	Work with BUSC and SOBC	<ul style="list-style-type: none"> To look into ways to work more closely with COBC and BSUC to improve services/links for students within the community. 	Ask Mandy	-	Officers VP A&D Act Coordinator	

Democracy and Participation

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
Democracy representation Focus Target- <i>Diversity, Student Involvement</i>	<ul style="list-style-type: none"> Executive Committees given all information needed to fulfil their roles effectively 	<ul style="list-style-type: none"> Handbook given to all exec members. Training on roles on functions held. Training on office procedures 	<ul style="list-style-type: none"> Handbook updated and given out start of term Training undertaken pre Freshers week for all exec members 	-	Officers VP A&D Act Coordinator	On Going
Democracy representation Focus Target- <i>Diversity, Student Involvement/ Engagement</i>	<ul style="list-style-type: none"> Use of Executive Committee Officers 	<ul style="list-style-type: none"> To encourage groups to contact officers directly for information on running societies 	<ul style="list-style-type: none"> Officers to be allocated individual societies to look after Circulate details of Executive Committee members to all societies Ensure job roles on web are updated and publicised job roles and details on notice boards and in handbooks Branded societies clothing given to all exec members 	-	Staff Exec Committee	On going
Democracy representation Focus Target- <i>Diversity, Student Engagement</i>	<ul style="list-style-type: none"> Effective use of the combined executive committee 	<ul style="list-style-type: none"> To ensure that the combined exec works effectively and as the committees role develops to look at the effect on the area execs and their function. 	<ul style="list-style-type: none"> Reviewed use of combined and area executive committees their roles and functions and the support needed 	-	Offices VP A&D Act Coordinator	On Going

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
<p>Democracy Focus Target- <i>PR, Student Engagement, Diversity</i></p>	<ul style="list-style-type: none"> Effective Elections 	<ul style="list-style-type: none"> Election nominations opened during Easter and All elected by the start of May. 	<ul style="list-style-type: none"> Information and guidelines sent out on elections before Easter Any online elections completed by 2 weeks post Easter. All students aware to when elections open. High percentage taking part 	-	<p>VP A&D Admin Staff Act Coordinator</p>	<p>All info/staff ready to deliver March 08</p>
<p>Democracy Representation Focus Targets- <i>Student Involvement, Engagement Diversity</i></p>	<ul style="list-style-type: none"> Turn out of Committee reps at forums and AGMs 	<ul style="list-style-type: none"> To explain and discuss the use of forums and the importance of attending the societies training sessions Look at ways to enforce non attendance sanctions Look into ways of publicising public forums. 	<ul style="list-style-type: none"> At least 80% aim for 100% of societies attending relevant forums Sanctions in place for societies that do not attend (WHAT?) TBC 	-	<p>VP A&D Socs Admin, Exec Committees, Act Coordinator</p>	<p>Start of Sem 1, ongoing if required.</p>
<p>Democracy Representation Focus Targets- Student Involvement/ Engagement, Diversity</p>	<ul style="list-style-type: none"> Society input into forums and AMGs 	<ul style="list-style-type: none"> To encourage all societies to submit their round-up reports for forums and to put discussion items for any issues that are affecting their societies onto the forum agendas 	<ul style="list-style-type: none"> At least three forum discussion items throughout the year At least 80% of societies to submit a written report for the forum for those who don't give a verbal report. 	-	<p>VP A&D Socs Admin, Exec Committees, Act Coord</p>	<p>Democracy representation</p>

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
Democracy Focus Target-	Review of Constitutions	<ul style="list-style-type: none"> Standard constitutions was reviewed in 2006. Ensure that all society constitutions are now complete and up to date 	<ul style="list-style-type: none"> All constitutions are up to date and are the correct version. 	-	Exec Committee Officers	Dec 07
Democracy Focus Target-	Societies area code of charter and code of conduct reviewed and updated	<ul style="list-style-type: none"> Area charter and code of conduct passed in 2007 and reviewed 2008 	<ul style="list-style-type: none"> Area charter enforced and up to date. 	-	VP A&D Officers	
Democracy Focus Target- <i>Student Involvement/ Engagement, Diversity, Resource Generation</i>	Individual society development plans	<ul style="list-style-type: none"> To get all societies to create a development plan whilst completing their budget application form. 	<ul style="list-style-type: none"> Development plans completed with budget requests Committees have clear path to work through Funding can be viewed over a longer period. Aids planning and budgeting 	-	VP A&D Exec Committee Act Coord	Nov 07

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<p>Participation</p> <p>Focus Target- <i>Student Involvement/ Engagement, PR, Resource Generation, Diversity</i></p>	<p>Increased numbers joining societies</p>	<ul style="list-style-type: none"> • To review joining procedures • Promote the use of joining online, available all year. • Encourage societies to run taster sessions throughout the year. Dates confirmed at the beginning of the year. • Work with ICIA to look at the possibility at organising an arts afternoon taster session during freshers week 07. • Make joining procedure clearer. • Encourage groups such as postgraduates, mature students, international and franchise students to get involved through publicity and research into barriers to involvement. 	<ul style="list-style-type: none"> • Greater numbers joining societies compared to previous years. • 10% increase in on-line memberships from 2007 • 15 + societies running taster sessions. • Arts day organised in freshers week and 10 arts societies participating and running sessions. Date set before summer • Details of how to join a Society available on webpage's and in various union locations. • Greater publicity specific to less represented groups on joining societies and the fair. Further research into barriers to involvement - Questionnaire circulated which will be compared to figures for the University/department (in case of departmental societies as a whole. 	<p>-</p>	<p>Comb Exec VP A&D Activ Coord</p>	<p>Summer Period/On Going</p>

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
<p>Internal Communication</p> <p>Focus Target- <i>PR, Student Involvement/Engagement</i></p>	<p>Societies area website updated</p>	<ul style="list-style-type: none"> • Area website regularly updated on relevant details and all events, procedures and policies • Website for each society area updated and access given to IT and Communication • Officers to keep updated with current issues and events • Look at setting up a training resource section on BS • Work with VP Communications to look at the possibility of setting up a student web steering group 	<ul style="list-style-type: none"> • A-Z information pages up to date • Societies home page up to date • All Committee forms available for download • ITC officers have access to area website and areas kept to date • All society training resources available on-line • Group set-up and society representation on the group 		<p>VP A&D IT & Comms officers Admin staff support</p>	<p>Oct 07/On going</p>
<p>Internal Communication</p> <p>Focus Target- <i>PR, Student Engagement, Diversity</i></p>	<p>Societies Handbook Produced</p>	<ul style="list-style-type: none"> • To review the usage of the societies handbbook and required numbers • Handbook created on descriptions of all societies to be available to.... 	<ul style="list-style-type: none"> • Handbook produced and circulated • Students have their say and a chance to see the right information 	<p>TBC</p>	<p>VP A&D Socs admin, Act coordinator</p>	<p>Complete Easter holiday</p>

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Internal Communication Focus Target- <i>Diversity, Student Engagement</i>	Societies Handbook Produced	<ul style="list-style-type: none"> members. Feedback from the information published and further ideas for 2008 to be recorded. 		-	VP A&D Socs admin, Act coordinator	On Going
Internal Communication Focus Target- <i>Student Engagement, Diversity, PR</i>	Communication between executive committees and committees increased	<ul style="list-style-type: none"> To look into the ways promoting the work and roles of the executive committee members 	<ul style="list-style-type: none"> All societies allocated an officer as primary contact. Details put on webpages and given to all incoming committee members, on names and contact details of executive committee. 	-	VP A&D Socs Admin, Act Coordinator	On Going
Internal Communication Focus Target- <i>Student Engagement/ Involvement</i>	Communication between societies and members.	<ul style="list-style-type: none"> Each society to have Email address available on their webpage for contact purpose of new/potential members. E-mail alias addresses ready by September and kept up to date throughout the year 	<ul style="list-style-type: none"> All societies webpages are to ensure they have the bathstudent e-mail address posted on it during the summer. Committee urged to keep these updated. 	-	Staff support, Comb exec	Late Sept 07 On Going with new clubs
Internal Communication Focus Target <i>PR, Resource Generation, Health & Safety</i>	Event Dairy	<ul style="list-style-type: none"> To ensure that all events are listed on the online events diary through mail outs, handbook and 	<ul style="list-style-type: none"> All events put into the event diary. Comments to be added on any issues that may have arisen. 	-	Staff support, Comb exec	On Going

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Internal Communication Focus Target <i>PR, Resource Generation, Health & Safety</i>	Event Dairy	website. <ul style="list-style-type: none"> To ensure that methods of advertising the event diary are out into effect. 		-	Staff support, Comb exec	On Going
Public Relations Focus Targets- <i>Student Involvement/ Engagement</i>	Press Releases	<ul style="list-style-type: none"> Create a procedure for all events that encourage groups to either advertise or give a review of events to union, university community media and information groups. Look to work alongside Enterprise Training Coordinator to establish training sessions looking into writing press releases 	<ul style="list-style-type: none"> Process created and information sent out to all groups (newswire, bathstudent pages, University e news and press office) to encourage societies to write press releases for all events. All large scale events to have press releases completed. Aim to have 2x press releases given per week during term time. 	-	Staff support, comb exec	On Going
Internal Communication Focus Target- <i>Student Involvement/ Engagement, PR</i>	Societies Page in Impact	<ul style="list-style-type: none"> Work with Impact editor to ensure that the societies page in impact set up in 2005/06 continues and encourage societies to submit news and events via newswire for this page. 	<ul style="list-style-type: none"> Societies page full in each issue of impact. 	-	Staff support, VP A&D Media Officer, Act Coord	On Going

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Public relations, Internal communication Focus Target- PR, Diversity, Student Engagement	Newsire	<ul style="list-style-type: none"> To publicise newsire to societies and advertise it as the sole way to submit information to the media groups and press releases. To review the flow of information and ensure that it's working 	<ul style="list-style-type: none"> All societies using newsire to submit information Review carried out and any results acted upoj. 		Staff support, VP A&D Media Officer, Act Coordinator	On Going

Resources

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
Space Focus Targets- H&S, Diversity,	Working areas for Exec	<ul style="list-style-type: none"> Student activities working areas in place with suitable computers, tables & chairs – Update areas. 	<ul style="list-style-type: none"> Exec able to complete work in a an area where there is support from societies staff if required. 	TBC	VP A&D Act Coord	Sept 07
Space Focus Target- Health and Safety	Storage Space	<ul style="list-style-type: none"> Look into storage space for clubs and the use of it. Review south stores and install new units and locks 	<ul style="list-style-type: none"> Adequate storage space provided for all groups. Equipment logged and recorded. Equipment kept in good condition. 	TBC	VP A&D Act Coord	Jul 07

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
Space	Storage Space	<ul style="list-style-type: none"> Clubs to ensure that they take full responsibility of their area. 	<ul style="list-style-type: none"> Storage used and kept up to date. 		VP A&D Act Coord	Jul 07
Student Activities Focus Targets – Health and Safety	Equipment Audit Kept up to date	<ul style="list-style-type: none"> Ensure all equipment audit forms are updated and handed in. Details put into spreadsheet format and made accessible, equipment added as it is purchased. Details of any service/health and safety checks required for new equipment 	<ul style="list-style-type: none"> Complete list of current equipment. Insurance information for equipment up to date Time scale of equipment life expectancy in place. 	-	Area Treasurers Socs admin VP A&D, Act Coord	Nov 07 On Going
Student Activities Resources Focus Target- PR, Student Engagement, Diversity.	Arts and Media Complex	<ul style="list-style-type: none"> Continue to work alongside relevant parties within the University to establish common goals and aims Encourage Arts and Media committee members to sit on the new build consultation group and to attend meetings. 	<ul style="list-style-type: none"> Goals and aims laid out in order to help the development of the arts and media complex Good media and arts representation on the building consultation group 	-	VP A&D, Comb Exec. Arts Officer. Act Coord	On Going

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	University Relationships	<ul style="list-style-type: none"> Work with ICIA to ensure service/support level agreements are finished. Societies know the minimum they can expect from ICIA 	<ul style="list-style-type: none"> Good relationship between ICIA and the arts societies maintained. 	-	Arts Officer VP A&D Act Coord	On Going

Finances and Funding (Income Generation)

Aim	Objectives	Action	Success Measure	Budget	Responsibility	Date Completed
Finance Focus Target- <i>Student Involvement/Engagement</i>	Use of area treasurers	<ul style="list-style-type: none"> Access to the account ledgers in line with sports association Specific days and locations set to allow for signing of forms by area treasurers. 	<ul style="list-style-type: none"> Access given at the start of term to the new societies areas treasures to society accounts. Details of times for available of treasurers publicised to all groups. Student can plan ahead and ensure they have forms signed in time. 	-	All treasurers, VP A&D Socs Admin Act Coord	On Going
Finance Focus Target- <i>Student Involvement, Diversity</i>	Management accounts reviewed monthly	<ul style="list-style-type: none"> All management accounts and societies accounts reviewed monthly by treasurers, VP S&D, socs admin. 	<ul style="list-style-type: none"> Accounts kept up to date and overspend is avoided. 	-	VP A&D All treasurers Socs admin Act Coord	Monthly

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Finance Focus Target- <i>Student Engagement, Resource Generation</i>	Sponsorship for Societies area	<ul style="list-style-type: none"> To continue to look into possible external funding/sponsorship of the societies area in conjunction with Marketing department. Target £6,000 to include socs handbook, Awards evening, Societies fair, Christmas ball & SIAW 	<ul style="list-style-type: none"> Rate card created in 2006 updated for sponsorship of area and contacts made. 	Admin costs	VP A&D Act Coord Support from Socs admin	Start of S1 On going
Finance Focus Target – <i>PR, Resource Generation, Student Involvement/Engagement</i>	Sponsorship of Awards evening	<ul style="list-style-type: none"> To look into sponsorship of the Annual awards evening, with emphasis on previous sponsors or those who have expressed an interest. Aim to build relationships 	<ul style="list-style-type: none"> Rate card created and previous sponsors followed up. Aim to obtain increased sponsorship that 2006/07. 	Admin costs	VP A&D Comp exec Support from Socs admin	Start of S1 On going
Finance Focus Target- <i>PR, Resource Generation, Student Involvement/Engagement</i>	Individual society sponsorship	<ul style="list-style-type: none"> To work with societies to help them gain sponsorship from external sources in conjunction with the marketing office 	<ul style="list-style-type: none"> Individual groups to be given training and support in preparing a rate card and approaching /identifying potential sponsors. At least 6 societies obtaining sponsorship 	Admin costs	Officers, Support from socs admin VP A&D	Start of S1 On going

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Finance Focus Target- <i>PR, Student Engagement, Resource Generation</i>	Potential funding	<ul style="list-style-type: none"> To look into other areas of potential funding for Widening Participation community projects such as WPAC Encourage societies to apply for SLC funding for any community 'Town and Gown' projects. 	<ul style="list-style-type: none"> Alternative areas of funding identified and pursued Societies aware of funding and at least 3 societies pursuing funding 	-	VP A&D Act Coord Support from socs admin All of above plus liaise with 'Community liaison officer'	On Going
Finance Focus Target- <i>Resource Generation</i>	E-Commerce	<ul style="list-style-type: none"> To investigate other ways that societies can use e-commerce to sell other products such as trips and tickets etc. Work with DGM to look at the cost implications. 	<ul style="list-style-type: none"> Established whether this is financially viable 		VP A&D Act Coord, support from socs admin	On Going

Diversity and Equal opportunities

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
Diversity	Accessibility fund available	<ul style="list-style-type: none"> To ensure that there are funds available for groups 	<ul style="list-style-type: none"> Funds made available for accessibility needs 		VP A&D Act Coord,	

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Diversity Focus Target- <i>Student Engagement</i>	Accessibility fund available	to be able to get extra funding to be able to make their activities or events accessible to all.				
Diversity Focus Target- <i>Student Engagement</i>	Accessibility of webpage's	<ul style="list-style-type: none"> To ensure that all webpage's are accessible. Through staff training, committee training and information made available to committee members. 	<ul style="list-style-type: none"> Society area webpages made as accessible as possible. 	-	Act Coord Socs Admin	On Going
Diversity Focus Target- <i>PR, Student Involvement</i>	Audit of Venue accessibility	<ul style="list-style-type: none"> To put together a review of local venues and their accessibility to be made available to all groups when planning events. 	<ul style="list-style-type: none"> Detailed audit available of local venues and accessibility of them. 	-	Act Coord Socs Admin	On Going
Diversity Focus Target- <i>Student Involvement/ Engagement</i>	Increase diversity in society participation	<ul style="list-style-type: none"> To look at the barriers of involvement within participation in societies by training within forums and by releasing a questionnaire to students after societies fair to find 	<ul style="list-style-type: none"> Training given in forums. Questionnaire sent out /available to all students about participation and why they may not get involved. Report on findings. 	-	VP A&D Act Coord Socs Admin	On Going

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
Diversity	Increase diversity in society participation	<p>out why they would or would not get involved.</p> <ul style="list-style-type: none"> To encourage groups such as postgraduates and international students to get more involved with societies through more targeted publicity and using information from research into barriers to involvement. 	<ul style="list-style-type: none"> Percentage of overall PG and international students involved with societies increased. 		VP A&D Act Coord Socs Admin	On Going
Diversity Focus Target- Student Involvement	Committee training	<ul style="list-style-type: none"> To follow on from the results of the diversity questionnaire that was given to all new committee members at handover to look at how the diversity training has made an impact and act on findings. 	<ul style="list-style-type: none"> Questionnaires sent out at the start of new committee members terms, and after training to gauge knowledge. 		VP A&D Act Coord Socs Admin	On Going
Diversity Focus Target- Student Involvement/ Engagement	Cultural Awareness committee training	<ul style="list-style-type: none"> Dates arranged for the international office to run training sessions on cultural awareness issues. To be made compulsory for all 	<ul style="list-style-type: none"> Two sessions to be run to ensure attendance from all societies . 		VP A&D Act Coord Socs Admin	Start S1 When required.

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Diversity	Cultural Awareness committee training	committees and executives committees to send a rep.				
Diversity Focus Target- <i>PR, Student Involvement, Resource Generation</i>	Widening participation	<ul style="list-style-type: none"> • Work alongside Volunteer Co-ordinator and Community Liaison Coordinator into looking at existing projects and developing new ones 	<ul style="list-style-type: none"> • Review established projects which target WP areas and aims as set out by University and SU. • More societies involved 	-	VP A&D Act Coord	On Going
Diversity Focus Target- <i>Student Engagement</i>	Disclosure	<ul style="list-style-type: none"> • Implement disclosure forms at Societies fair 2007 and ensure that they are available on-line throughout the year. 	<ul style="list-style-type: none"> • Review established projects which target WP areas and aims as set out by the University and SU. 	-	VP A&D Act Coord	Sep/Oct 07
Diversity Focus Target- <i>Student Engagement</i>	Accessibility Fund	<ul style="list-style-type: none"> • Work alongside Head of Student Support Services and look at a central fund being made available for groups who need finances to make their activity accessible to students with needs 	<ul style="list-style-type: none"> • Clarification for funding is gained. Greater awareness amongst societies of the funding that is available for making their events open to all. 	-	VP A&D Act Coord	On Going

Staffing

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
High Quality Staff Focus Target- <i>Student Engagement, Diversity</i>	Define roles between societies staff and executive committee.	<ul style="list-style-type: none"> Make staff and exec jobs descriptions available, online? Define roles in induction training 	<ul style="list-style-type: none"> Greater awareness amongst exec and staff as to what can be asked of each group. 	Admin costs	VP A&D Socs admin officers Act Coord	April training, up date when required
High Quality staff Focus Target- <i>Diversity</i>	Meetings	<ul style="list-style-type: none"> To set dates for regular team meetings and one to one meetings. These should each take place approximately once per fortnight during term time 	<ul style="list-style-type: none"> Time available for staff to express any concerns or ideas that they may have. Staff development plans can be updated. 	-	Activities Coordinator	On Going
High Quality Staff Focus Target-	Training staff	<ul style="list-style-type: none"> To send administrators on at least 5 x training courses per year on identified subjects from appraisal process. 	<ul style="list-style-type: none"> A higher quality of staff. Staff able to put their own interest/knowledge into their daily work. 	Internal = Free	Activities Coordinator	On Going

Quality

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
		<ul style="list-style-type: none"> To Create a system to allow a free flow 	<ul style="list-style-type: none"> Feedback system set up and used by 		Executives, act Coord, VP	

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
Quality Quality Focus Target- <i>Student Engagement</i>	Feedback system Feedback system	of feedback and encourage individuals to comment on the service they receive from the societies office, area and individual societies.	members. Comments responded to and acted upon	-	A&D support from socs admin	On Going
Quality Quality Focus Target-	Customer care training	<ul style="list-style-type: none"> To ensure that staff members have received customer care training 	<ul style="list-style-type: none"> All staff members to have completed customer care training. 	Internal - free	Activities Coordinator	On Going
Quality Quality Focus Target- <i>Student Involvement/ Engagement, Diversity</i>	To ensure that societies are meeting their aims and objectives and providing their members with a quality activity	<ul style="list-style-type: none"> Set a societies code of conduct which has a set of standards that societies must adhere to, and if broken will result in the society being suspended. Societies to have an executive committee member to be attached them to ensure that such standards are met. 	<ul style="list-style-type: none"> Establish a method of regulation which if groups fail to adhere to will go through stages of 		Combined Exec, VP A&D Activities Coordinator	Work on through summer, up date if and when required.
Quality Participation Quality Focus Target- <i>Student Engagement</i>	Accreditation	<ul style="list-style-type: none"> To develop a system of accreditation to acknowledge the work and skills learnt by committee 	<ul style="list-style-type: none"> Accreditation system put in place and used by committee members. 		VP A&D Activities Coordinator Support from socs admin	On Going

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
		members through their roles.				
Quality Focus Target- <i>Student Involvement</i>	Student Satisfaction Survey	<ul style="list-style-type: none"> To produce a survey to be sent out to all committees to rate the service that is provided from the society area and look at satisfaction of product as a whole. 	<ul style="list-style-type: none"> Survey produced and figures held to compare information on training, societies fair, awareness of areas, staffing etc with next years results. 	- -	VP A&D Activities Coordinator Socs Admin	End of S2 Different parts of the year?
Quality Participation Focus Target- <i>Diversity, Student Engagement/ Involvement</i>	Personal Development Plan	<ul style="list-style-type: none"> Promote the use of PDP to society members and executive committee members. 	<ul style="list-style-type: none"> Students filling in their PDP and aware of how SU activities (non formal learning) can contribute to their PDP 		VP A&D Activities Coordinator	On Going

Media Societies – High Importance

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
Student activities Participation Internal Communication Focus Target- <i>Diversity, Student Involvement/ Engagement</i>	Skills/Legal Training	<ul style="list-style-type: none"> To provide media group members with skills training within their individual areas Look into providing training on media law and legal 	<ul style="list-style-type: none"> Skills training needs identified and a training programme put into place for the start of the year in conjunction with the media societies and SORTED. Media law training offered to key individuals within each 	?	VP A&D Activities Coordinator Support from socs admin	S1 URGENT

Aim	Objective	Action	Success Measures	Budget	Responsibility	Date Completed
		matters to key people within those groups.	group.			
<p>Student Activities Focus Target- <i>Health and Safety</i></p>	<p>Security of equipment</p>	<ul style="list-style-type: none"> • Keys/ borrowing equipment system to be reviewed and set in place for start of year. • Membership cards produced for all three societies to enable members to sign out keys. • Look into the price of installing numbers pads to the studio doors for URB and CTV 	<ul style="list-style-type: none"> • All equipment accounted for at the end of the year, keys signed for. 	<p>TBC</p>	<p>Media Officer, Activities Coordinator</p>	<p>S1 On Going</p>
<p>Internal Communication Focus Target- <i>Student Involvement/ Engagement</i></p>	<p>Media working group</p>	<ul style="list-style-type: none"> • Ensure that the media working group set up in 2006 between media group, bar managers and DGM continues to meet regularly 	<ul style="list-style-type: none"> • Good flow of information between all areas to benefit all areas. 	<p>-</p>	<p>Media Officer, VP A&D</p>	<p>On Going</p>
<p>Student activities participation internal communication Focus Target- PR, Student Engagement</p>	<p>Expand awareness of media group and other societies</p>	<ul style="list-style-type: none"> • Media group to use their area to promote and publicise other areas (E.G. Impact to continue to create a section on CTV/URB) 	<ul style="list-style-type: none"> • Greater awareness of media area as shown through societies area student satisfaction survey. 	<p>-</p>	<p>Median Officers, Media Chairs, VP A&D</p>	<p>On Going</p>

