

TASMANIA

UNIVERSITY

UNION

**HOW TO RUN A
SOCIETY**

How to run a Society?

Setting up and Maintaining an executive

Check your constitution for the roles that make up your society

- These roles are usually a President, Vice-President, Treasurer, and Secretary. But you could also involve Society Council Reps, Media Officer, Activity Manager etc. depending on your society.

Once you know the roles it can be useful to create position statements. They make it clear what the roles and responsibilities are of executive members and hold them accountable for their responsibilities. They should be kept really simple for example:

“The treasurer of this society will:

- Bank all money above the agreed float.
- Present a financial report at the AGM, as well as meetings of the executive and SGMs as required.
- Be responsible for collecting, reconciling and maintain the society bank records.
- Along with the President or Vice-President be responsible for co-signing any payment of Societies funds.
- Lodge any grant requests with the Societies Council.
- Put in the appropriate paper work for claiming any successful grant requests.”

It is the president's role to make sure that they are fulfilling their roles. Remember everyone on your executive is a volunteer so be reasonable about your expectations.

Money

Money can be one of the scariest parts of running a society but it doesn't have to be, as the key is getting a strategy in early and sticking to it. Some of the key things are:

- Deciding on, as an executive, a float that will be kept in cash (this needs to be as low as possible) and regularly banking the rest. This reduces theft and takes the pressure off and reduces the liability of whoever is keeping the money.
- Know how much money your society actually has. Regularly check the pigeon holes for bank statements or check the society bank account using online banking and have your treasurer report back to the society.
- Leave a trail. Keep records of all of the ingoing and outgoing costs involved with events and the running of the society. This will make claiming grants and budgeting for future events way easier.
- Create a budget for all events. Budget in for problems and try to stay below it.
- Apply for grants from the Societies Council when you need them.

How to apply for grants

You can apply for grants at www.tuu.com.au/clubs-societies/societies-information-portal/societies-grant-application-form/

The key to a good grant application is being thorough and you will need to include:

- Time, place and location if it is an event or conference.
- A budget showing income (if you don't have exact amounts until the end of the event just estimate and leave yourself a little bit of wiggle room). Also show expected breakdown of costs (broken down as much as possible). For more expensive capital purchases, try to get 3 quotes.
- Make sure everything you claim falls under SSAF. The guidelines can be found here www.education.gov.au/student-services-and-amenities-fee#spending-revenue-from-the-fee
- A proposal for your event, conference or asset. Remember this is students money, so you'll need to give us a good reason as to why this would be beneficial.
- The amount of people you expect to attend and how you are getting the word out.
- Details of any other funding (sponsorship, ticket sales, etc.).
- Our grants are generally capped at \$1000 with a maximum of \$250 to go towards food so keep that in mind when applying as well.

How to claim grants

Once your event or conference is over or your grant has been approved for your new asset it is time to claim your grant. This needs to be done ASAP preferably within 2-3 weeks of your event if it is not done within 3 months of the grant being approved (or by agreed cut-off date) that money will be opened up to other grants.

You can claim your grants here www.tuu.com.au/clubs-societies/societies-information-portal/societies-grant-claim-form

To do this you'll need to know:

- the amount of money that was approved.
- when the grant was approved.
- if it was an event, how many attended.
- a report on the event, or in the case of conference travel show the benefit to the society as a whole.
- the amount you are claiming
- ALL of the receipts for money you are claiming. They MUST be tax receipts (these will have the ABN of the business on them. Where no ABN has been supplied then an ATO Statement by Supplier must be provided. Make sure the receipts are readable and show all details including supplier and date.

If everything is in order your grant will usually be in your societies bank account within a week of claiming.

Taking minutes

When you taking minutes at your society's meetings you don't have to create a transcript of every word said. The key is getting the essentials.

- Full name of Society, date, time of meeting and venue.
- Who was there? Who sent an apology? Remember to include surnames.
- Jobs/ tasks that were allocated to people.
- Anything that was voted on. The exact words of the motion, who moved and seconded the motion, and whether is carried or not.
- It can be a good idea to record start and end times as that can help with future planning.

Writing Reports

Again keep it simple. Whether it is an event or a report in your role, focus on:

- What's gone well?
- What could be improved?
- Ingoing and outgoing costs.
- Anything that could be useful for the reader/ listener to know.

Ask for help

Never be afraid to ask for help.

Past or present members of your society's executive are invaluable resources. They will know some of the tricks of the trade specific to your society. The other option is to take advantage of the knowledge of the Societies Executive or the Sports and Societies Officer.

Clubs and Societies Officer:

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