

TOP TIPS

Below you can find some advice from Society Leads that came before you.

1. **Be present online!** Don't spend too much time on individual posts though, maybe make a few templates on Adobe Express or Canva to edit over the year. Having some **interesting branding elements** can help you stand out, you could even hold a session with your group about choosing the new branding for the year. You can also then use this branding to make quick physical media too, such as posters
2. **Keep sessions consistent.** Whether it's once a week or once a month, **try to keep to a schedule** that is attainable for yourself and for your members. Once you have figured out when the best day to meet is, try to stick to that day as much as you can. It helps with scheduling, and means eg. "Thursday is society meet day" is automatically in members heads.
3. **Try to be outgoing for those who aren't.** This is especially important as it supports newer members and quieter members. Encourage existing members to be welcoming to new members.
4. If you are stuck on event planning or do not know what to offer as a part of your society, **speak to your members!** Hold a session or create a survey to get an idea of what everyone wants to do. If they give you nothing to work with, go to google!
5. **Prepare events in advance!** Things will get busy nearer the end of the year for yourself and your members, allocate some time to have some bits planned for when you are too busy to make arrangements at the time. You could also consider suspending meets during submission periods to take pressure off of yourself if you are finding it tricky to manage!
6. If you are finding something difficult, **ask for help!** There will always be someone around in the SU to support you- whether that be with events planning, paperwork or just need to run ideas past a fresh face!

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7. **Allow your own style to influence your society** – everyone will run their groups differently depending on their own preferences and interests. If you are really interested in offering a particular event– go for it! Have a session or chat with your co-leaders to discuss what each of you would like to bring to the society before the academic year begins.

8. **Collaborate with other societies!** This might be particularly useful if you would like to run a particular social but don't have quite enough people, or you are looking to expand the social circles within your society. Get in touch with the SU and other society members if you are interested in doing this.

9. **Keep on top of your documents.** When running a society you will often need to store information or make notes. Keep a separate folder of all your society related stuff and make sure everything is labelled! Some society leaders like to keep one large spreadsheet to manage timetabling, session ideas and such– others prefer to use other ways to organise, try a few things out and make sure it works for you! It also **helps to keep organised** so you don't have as much to do when handing over your society to anyone who takes over later.

10. **Enjoy it!** Being a society officer is a unique and hopefully rewarding position to have during your time at university. You will learn all sorts of skills and tricks for society management as you go. Make sure you are working with your other team members and don't put too much work on yourself– everyone will have a different tolerance and amounts of time for how much they can add to a society. If some times you are busy, speak out and arrange for someone to cover you and vice versa– **no hobby or interest is fun anymore when you overwork yourself!**