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| Introductory Message for New Committee |
| *You may want to use this space to leave a personal message to welcome the incoming committee* |
| Constitution Adherence |
| *Note here the aims of the society, as written in your society’s constitution* |
| Past Events & Evaluation |
| *Write about events that you organised in the last year, how successful they were, and if you would recommend doing them again* |
| Proposed Events for the Next Year |
| *Any events you thought of but didn’t have time to do* |
| Social Media |
| *Include account details for any society socials, email account, Canva, etc.*  |
| Lockers & Spaces on Campus |
| *If you have a locker for the society or use other spaces on campus (e.g., Creative Cottage or studio), put the details for how to access them here and any other protocols you may have in place for using them.*  |
| Top Tips |
| *A space for you to note down the things that helped you get the most out of the year!*  |
| Current Society Funds |
| *Note here how much money the society currently has in its account, any subscriptions, etc* |
| Ongoing Projects |
| *Any projects that will continue over the next academic year* |
| Key Contacts |
| * **General support:**
	+ Vice President Communities: communities.union@stir.ac.uk
	+ Activities and Volunteer Coordinator: jordyn.austin@stir.ac.uk
	+ The General SU inbox: theunion@stir.ac.uk
* **Social media & events**
	+ Communications & Activities Manager: n.d.manton@stir.ac.uk
	+ Marketing & Events Coordinator: TBC
	+ Booking space on campus (university owned): stirlingvenues@stir.ac.uk
* **Advice & Support**
	+ Advice.union@stir.ac.uk
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| Who Does What In The Union |
| * + **Your main point of contact:** societies.union@stir.ac.uk
	+ **Chief Executive**: al.lawley-powell@stir.ac.uk
		- Responsible for overall strategic and operational management of the organisation
	+ **Communication & Activities Manager**: n.d.manton@stir.ac.uk
		- Oversees management of the Union’s communications, events and activities
	+ **Union Secretary/HR Administrator** wendy.forbes@stir.ac.uk
		- Processes payroll of union staff, and looks after HR requirements.
	+ **Finance manager**- sasha.young2@sitr.ac.uk
		- Responsible for the finances of the Student Union
	+ **Democracy & representation coordinator**- natalie.hay@stir.ac.uk
		- Coordinates elections, democratic processes and policy, representation systems, campaign development, and the RATE awards
	+ **Communications, marketing and events coordinator**- TBC
		- Responsible for running Union website, digital and social media communications
	+ **Activities & volunteer coordinator**- jordyn.austin@stir.ac.uk
		- Supports all societies within the Union and encourages and promotes volunteering opportunities
	+ **Sport Development Coordinator**- TBC
		- Helps facilitate the delivery of sports fixtures, supports club development and helps resolve any issues or questions related to sport at stirling
	+ **Advocacy coordinator**- kenny.thompson@stir.ac.uk
		- Provides confidential advice and help to students facing issues like appeals, complaints, and fitness to practice hearings
	+ **Sustainability development co-ordinator**- gabi.brame@stir.ac.uk
		- Responsible for ensuring the Union follows and develops environmental best practice, and engage students and staff with sustainability
	+ **Sports President** – sports.union@stir.ac.uk
		- Good for any collaborations or interest in physical activity events/fundraisers
	+ **Union President**– president.union@stir.ac.uk
		- Good for raising concerns or suggestions related to the equalities zone/general student representation
	+ **Vice President Education**- education.union@stir.ac.uk
		- Good for academic-based societies, or if you're wanting to work with any faculty officers or departments
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| How to Contact the Previous Committee |
| *If comfortable, put in the previous committee’s contact details here*  |