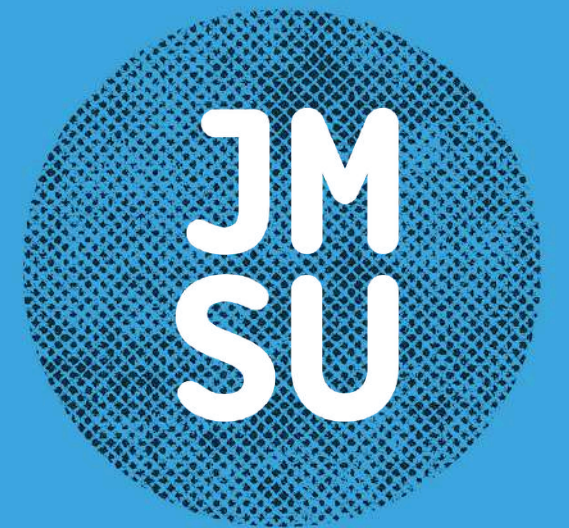
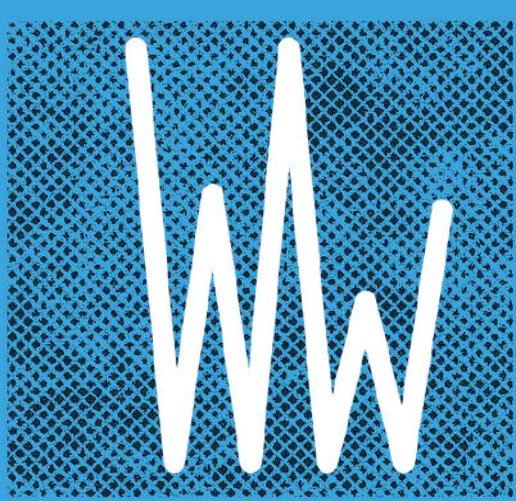
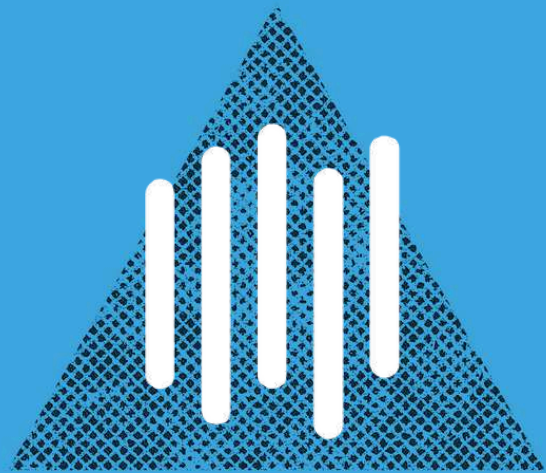


**Welcome to
JMSU Society
Committee
Training !**



01

Your Society

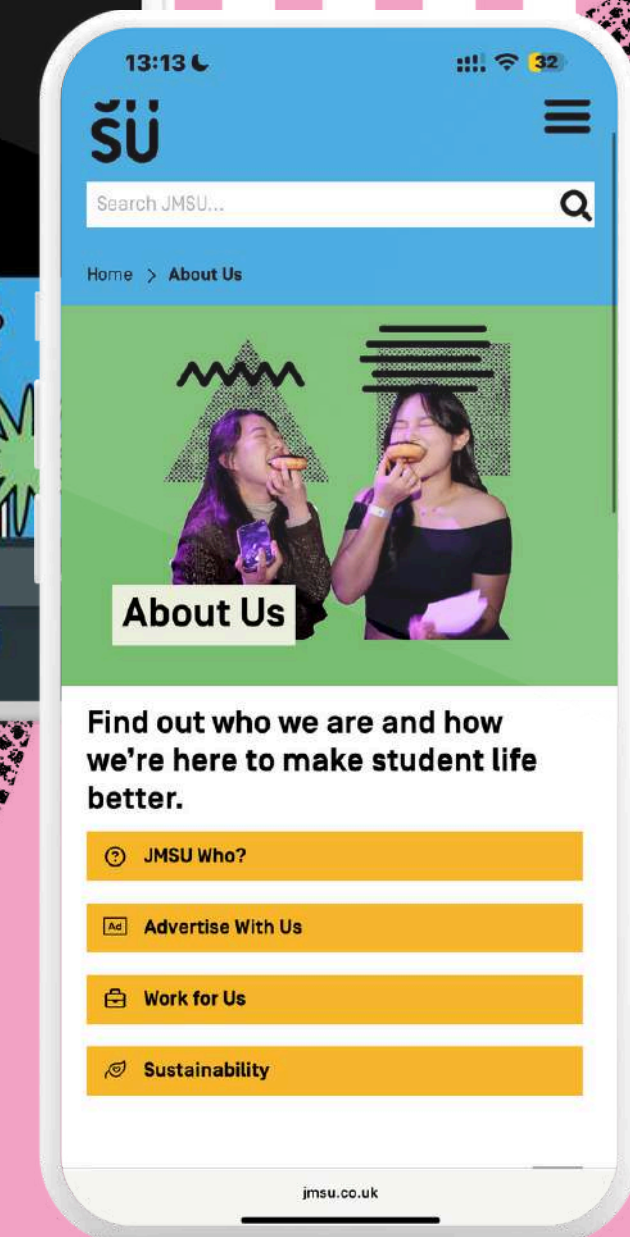
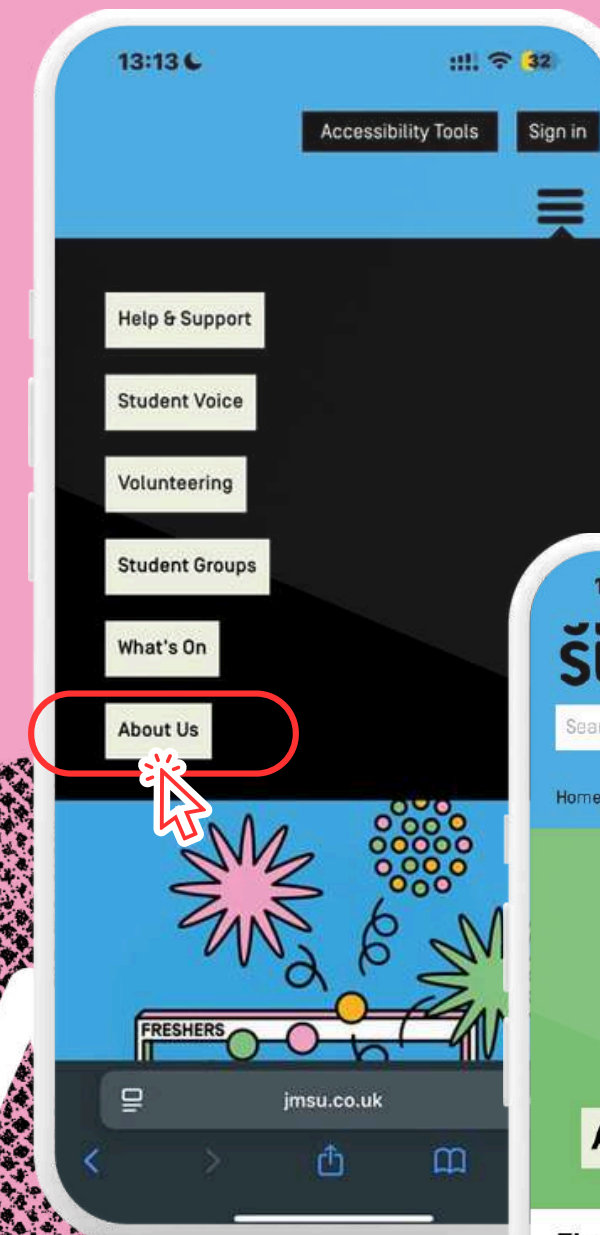
JMSWho? JMSU!

Your Students' Union!

Advocating for all 27,000 students studying at LJMU

Creating opportunities outside of the classroom

Championing equity, diversity, and inclusion

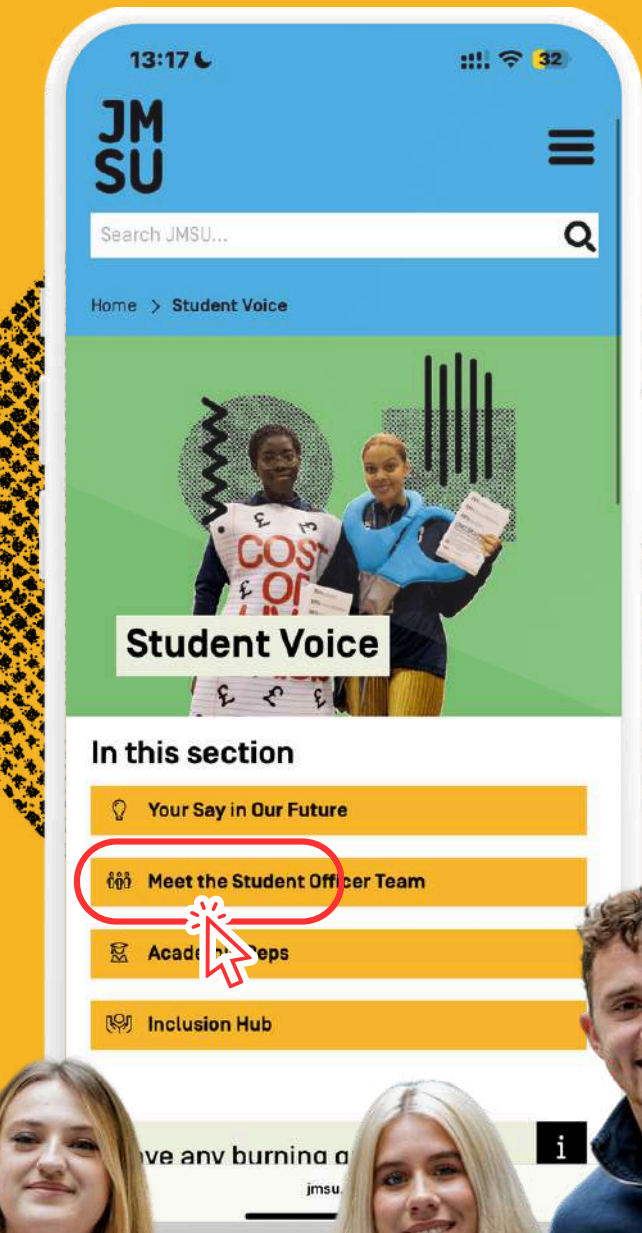
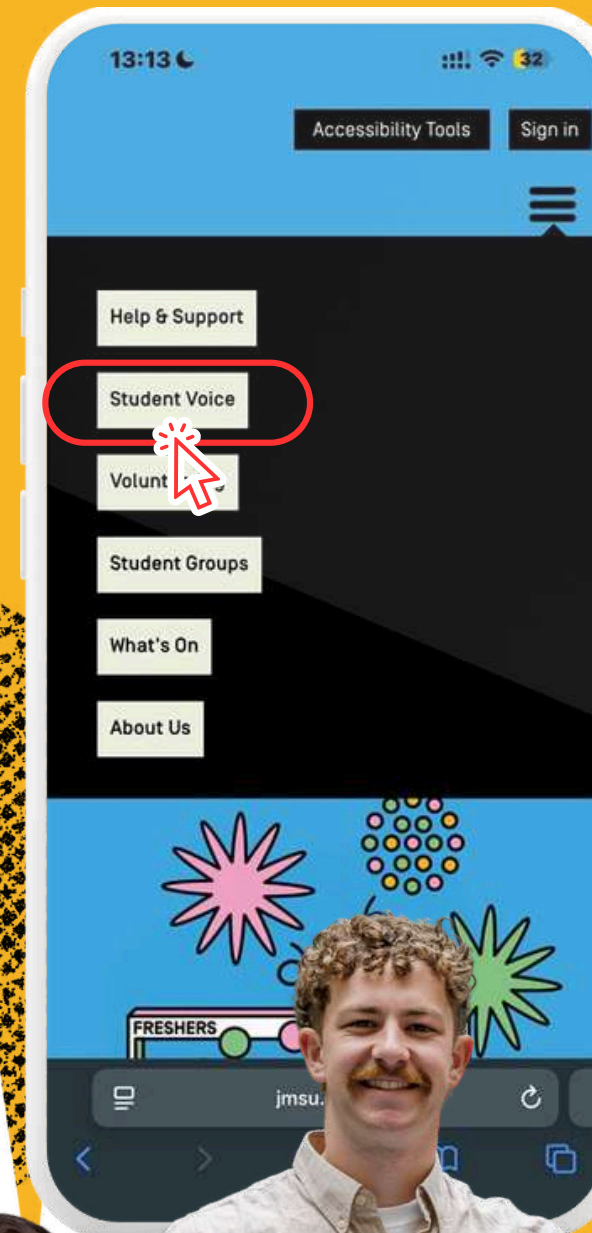



JMSU

JMSU Officers

Each year you, the student body, elects 4 students to act as the ultimate student leaders and representatives. Any LJMU student can run!

We call them the JMSU Officer Team. Ready to meet them...?





Josh Darley
VP Activities

Etienne Lewis-Jarvis
*VP Community &
Wellbeing*

Miles Craven
President

Erin Gerard
VP Education

JMSU Officer Team 2025-2026

Become a Course Rep

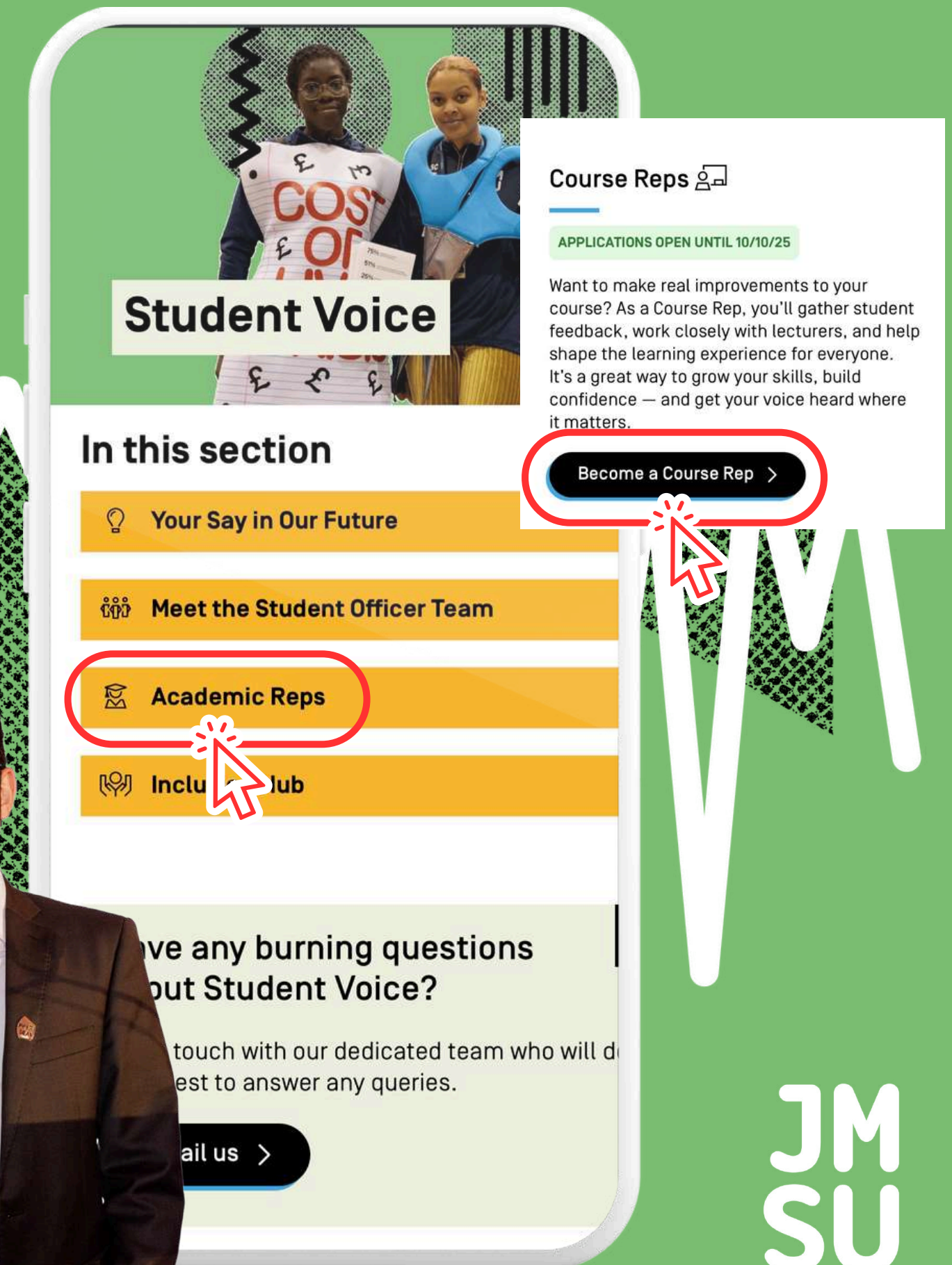
As a course rep, you'll collect feedback from your peers, share with staff at key meetings, and play a pivotal role in the development of your course and student experience.

Sign up and gain access to:

Training - make new friends!

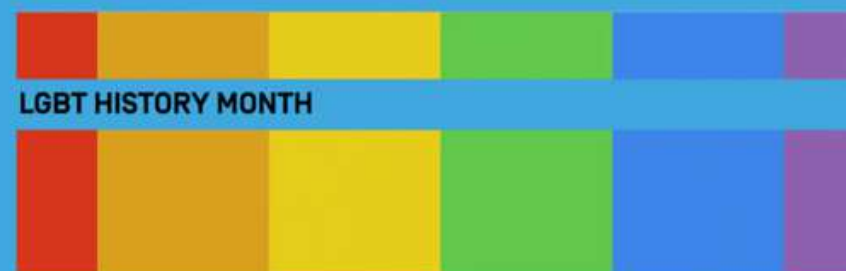
Monthly Insight Sessions with **free lunch!**

Be invited to the Student Experience Awards, and maybe **win Course Rep of the Year!**

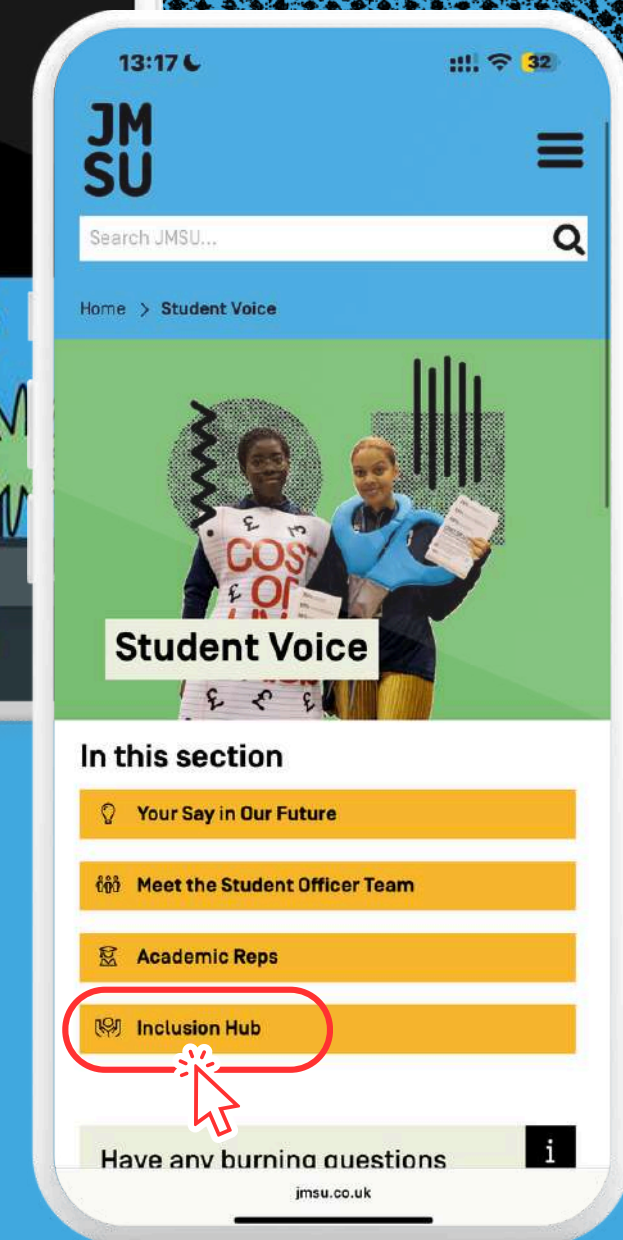
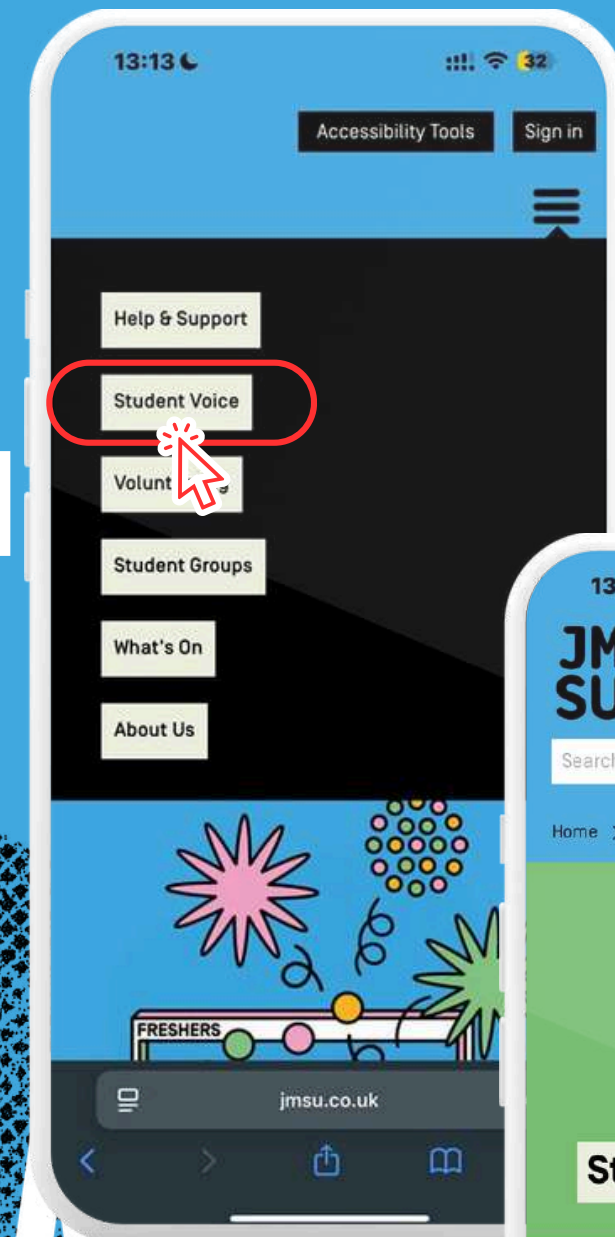


Campaigns

At JMSU, our Liberation and Equity, Diversity & Inclusion (EDI) campaigns are all about amplifying the voices of underrepresented students and creating a more inclusive, supportive university experience for everyone.



Visit the website to see our current campaigns, our Liberation Library, our Monthly Liberation Coffee Clubs, and much more!

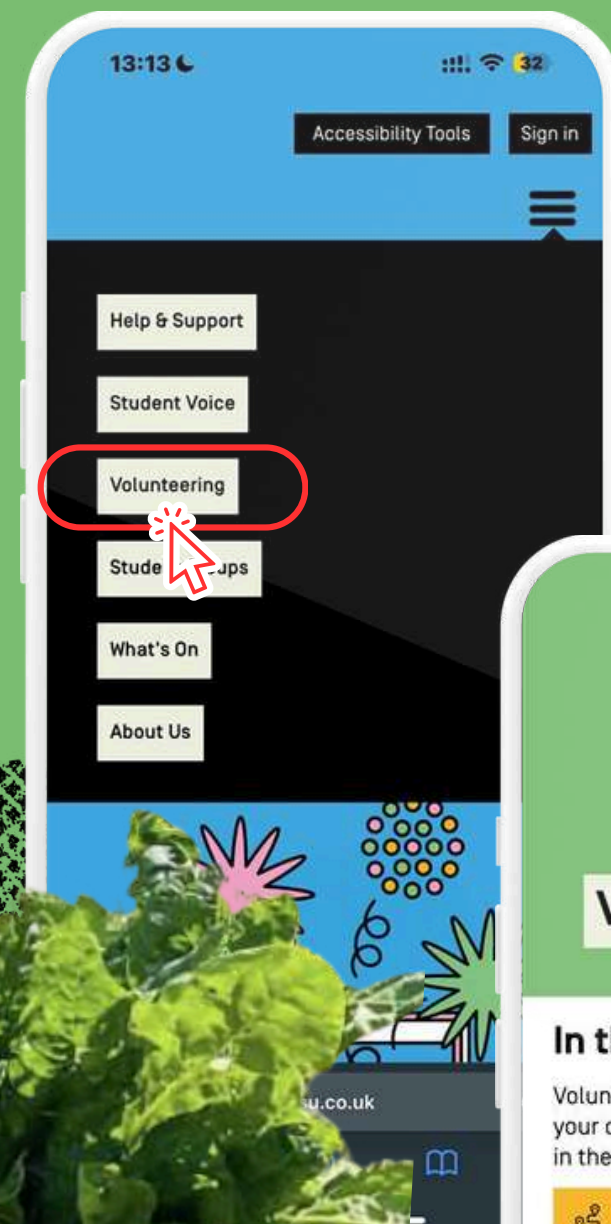


JMSU

Become a Volunteer

JMSU Volunteering work with **100+ Charity partners** across the Liverpool City Region!

There are so many opportunities to **build your experience** and **boost your employability** while having **real impact** in the community you live in.



JM
SU



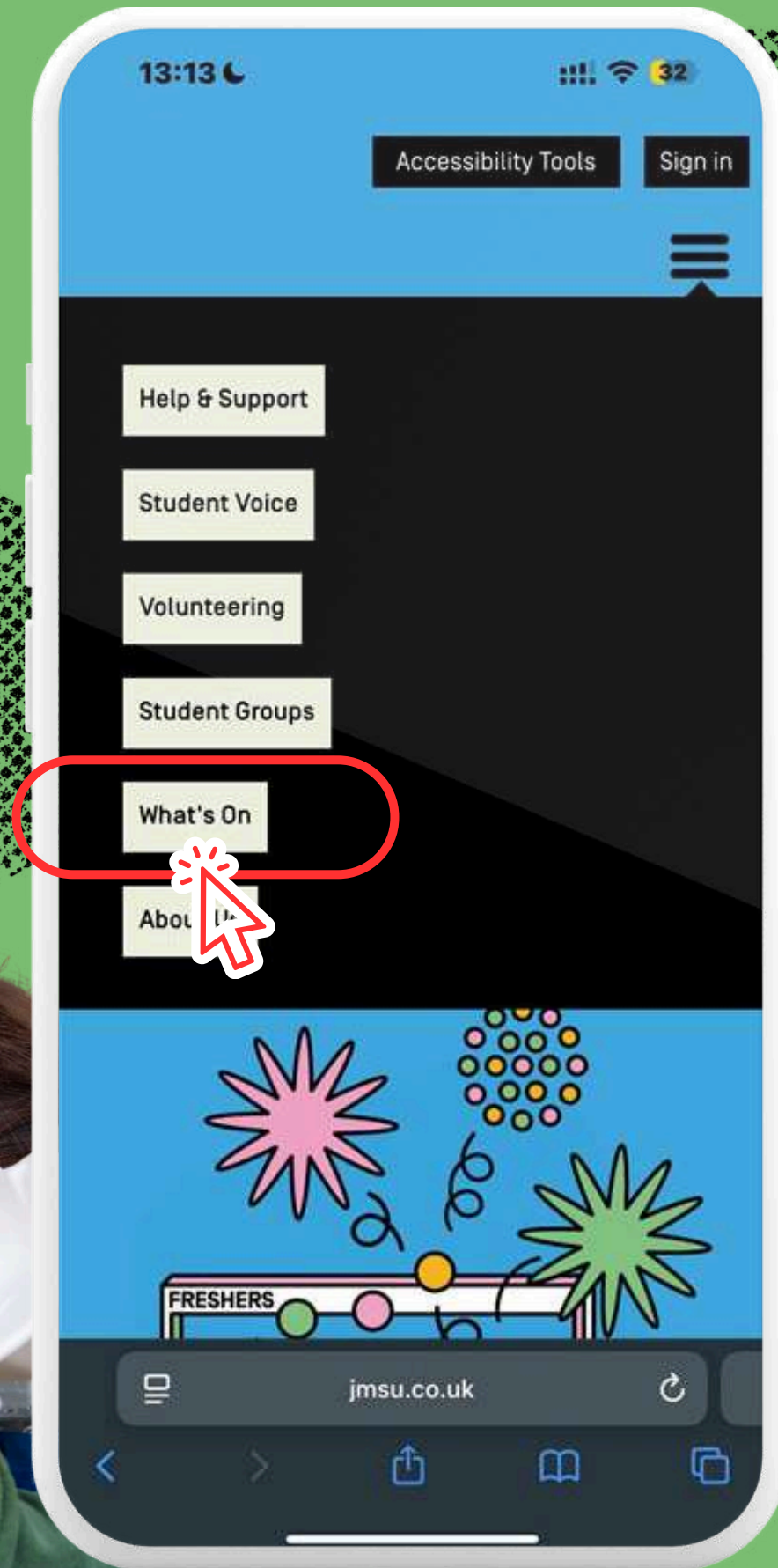
JMSU Events

JMSU

Events at JMSU

We run fun events and activities throughout the academic year, ranging from **Freshers** and **welcome events**, to **winter socials** with your JMSU officers.

Keep a close eye on our social media for regular opportunities, and check out our What's On page.



W

JM
SU

Advice

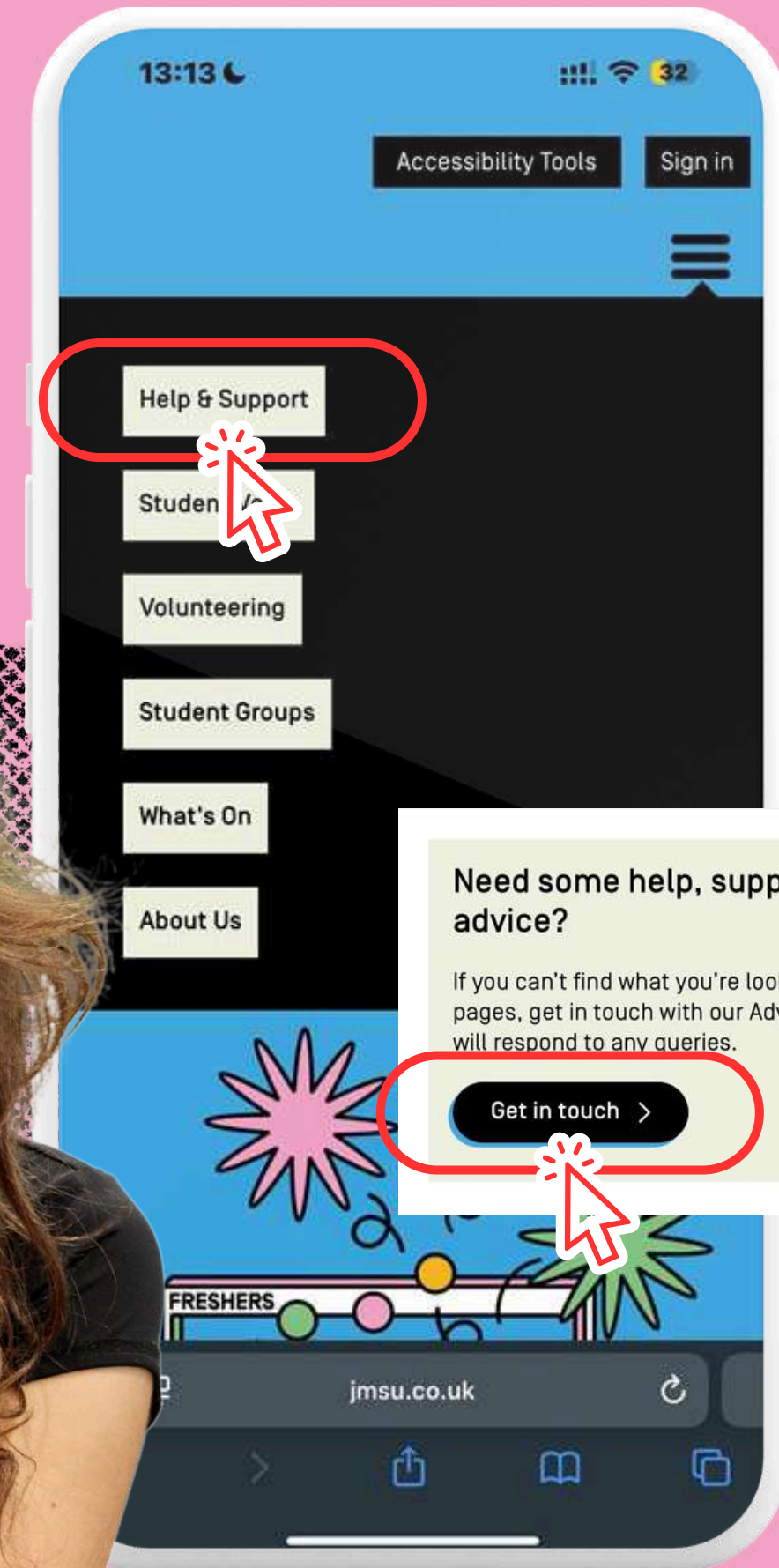
We provide free, confidential and impartial **academic** advice.

Hopefully you never need us, but we are here to support with:

Academic Misconduct

Academic Appeals

Fitness to Practice



JM
SU

Guidance & Signposting

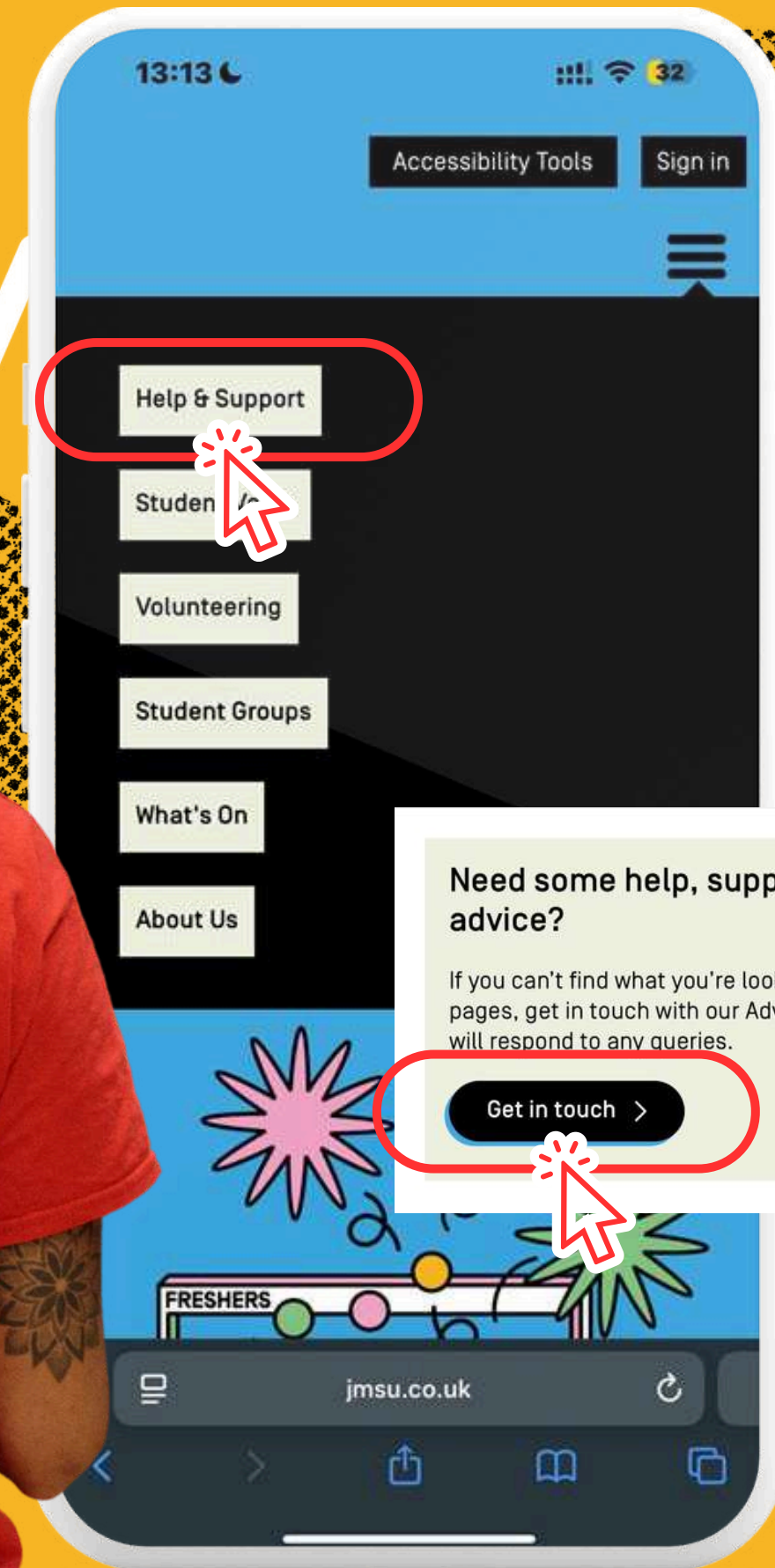
We've got guidance and information on:

Middle East Support Housing Employment

Know Your Rights University Issues

Mental Health & Wellbeing Study Support

Harassment & Assault Finance



JM
SU

LJMU Student Advice and Wellbeing Team [SAW]

SAW have a range of teams that can help your university experience:

Wellbeing studentwellbeing@ljmu.ac.uk

Disability disability@ljmu.ac.uk

Money moneyadvice@ljmu.ac.uk

Counselling counselling@ljmu.ac.uk

Mental Health mentalhealth@ljmu.ac.uk

International international@ljmu.ac.uk

Sexual Violence SVLA@ljmu.ac.uk

Care Experienced and Estranged imagine@ljmu.ac.uk

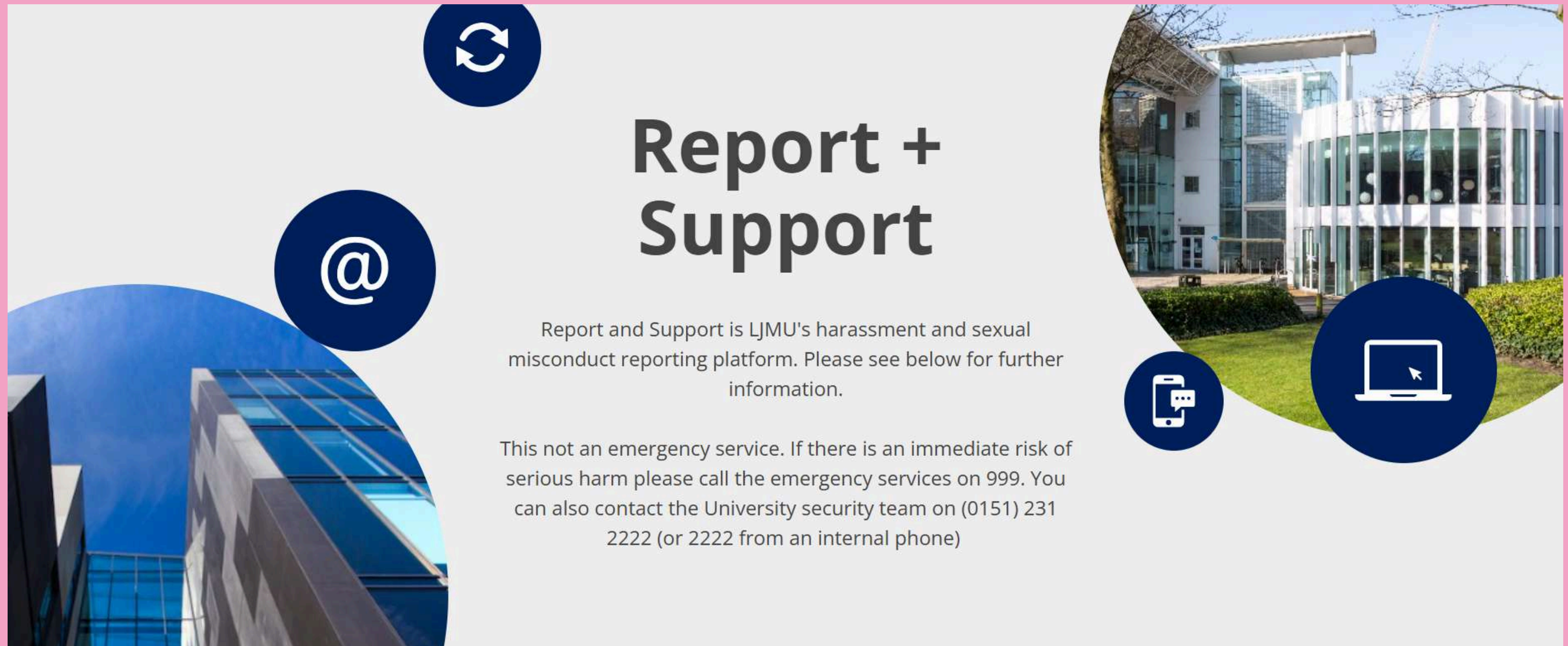


JMSU and LJMU also run 'Ask for Martin' Drop in sessions to discuss concerns, report incidents to support nightlife, spiking and student experience.

JM
SU

We'd also suggest taking a look at the LJMU Report & Support page. Here you can report any incidents of harassment. You can also report anonymously too.

The site also has a large range of situations and what to do in each one. We'd recommend the Welfare Officers to take a look in case any incidents arise within your society.

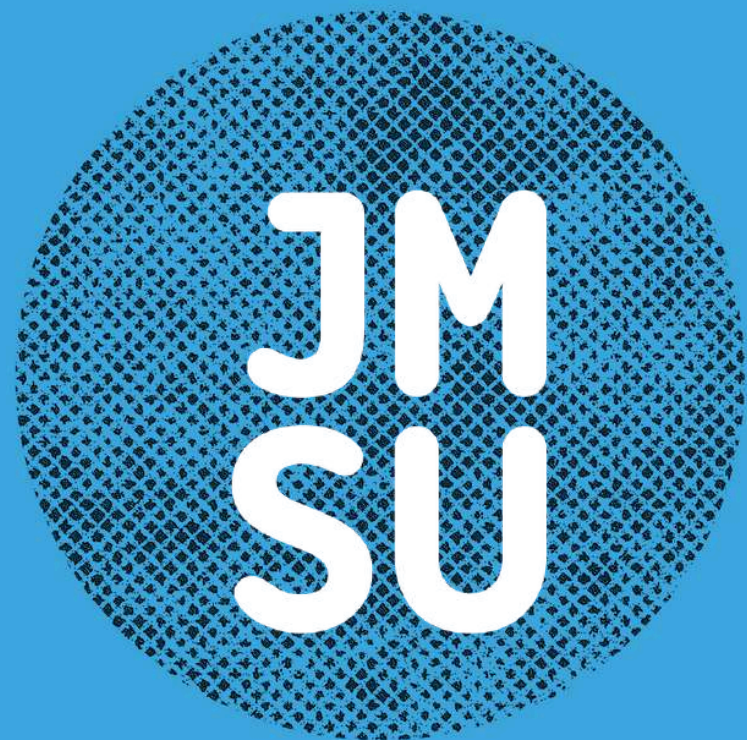


The graphic features a central white circle on a light blue background. Inside the circle, the text 'Report + Support' is prominently displayed in a large, bold, dark blue font. Below this, in a smaller dark blue font, is the text: 'Report and Support is LJMU's harassment and sexual misconduct reporting platform. Please see below for further information.' Further down, another line of text states: 'This not an emergency service. If there is an immediate risk of serious harm please call the emergency services on 999. You can also contact the University security team on (0151) 231 2222 (or 2222 from an internal phone)'. The graphic is decorated with several circular icons: a refresh symbol at the top, an '@' symbol to the left, a smartphone with a speech bubble at the bottom left, and a laptop with a cursor at the bottom right. The background of the graphic includes a circular inset image of a modern university building with large glass windows and a blue sky.

Report + Support

Report and Support is LJMU's harassment and sexual misconduct reporting platform. Please see below for further information.

This not an emergency service. If there is an immediate risk of serious harm please call the emergency services on 999. You can also contact the University security team on (0151) 231 2222 (or 2222 from an internal phone)



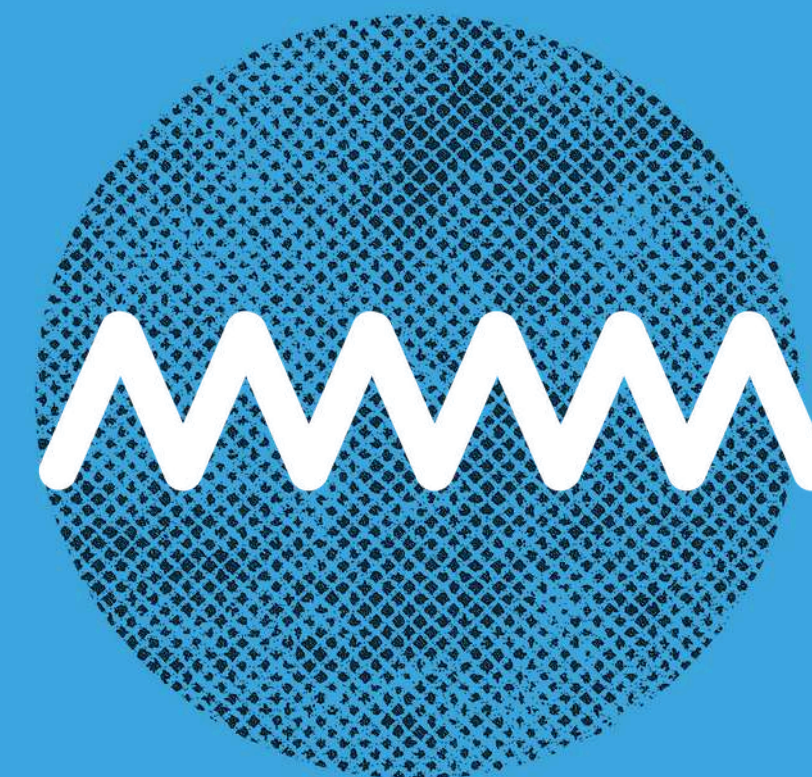
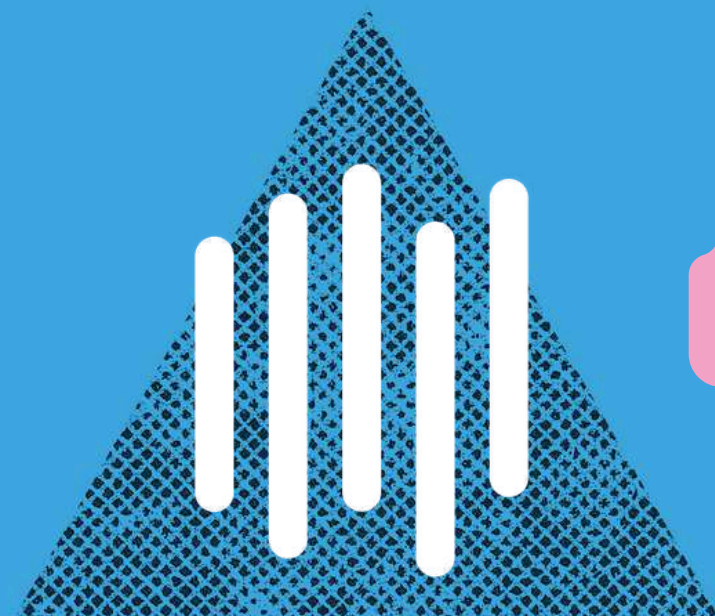
LJMU

Estates Team



Our Estates Team are the caretakers of the SLB. They're here to help your sessions as best as it can be. If you need any help, just let them know.

They will most likely wear blue polo shirts. And remember that if you have booked your session until 9pm, you will need to be out of the room by 9pm. We'd suggest start wrapping up around 8:50pm.



Opening Hours

- JMSU Staff - 9am-5pm - Weekdays
- JMSU Reception - 9:30am - 7:30pm - Weekdays
- If you need to report anything from first aid, problems on a night out or hired vehicle's problems please come and see us ASAP.
- Out of Hours - We sometimes may work out of hours.
- For emergencies, contact Security.



The Opportunities and Development Team



Jen Ratcliffe
Opportunities &
Development Manager



Josh Radin
Sports & Physical
Activity Co-Ordinator



Ciaran Williams
Sports & Events
Co-Ordinator



Tom Rigby
Societies
Co-Ordinator



Alastair Grills
Volunteering
Co-Ordinator

What is a Society?

**Noun. Society - An organization or club formed for
a particular purpose or activity**

**We have over 90
societies this
year!**

**We recommend taking
a look at all the
societies on our
webpage to see which
ones you may be able to
collaborate with!**



Your Society

Your society is run by students for students –
Democratic!

The committee are responsible for the society.
The main responsibility lies with the President.

You are responsible for your members.

Always ask for the members feedback as they
need to buy in to your ideas.



Society Roles



President

Vice President

Treasurer

Communications
Officer

Social Sec

Welfare Officer

Charity Officer

A handbook with all the info related to your role(s) will be sent to your email soon!

Keep hold of it throughout the year!



President

The President is the leader and main spokesperson for the society.

They take responsibility for managing the committee and the affairs of the society.

The President ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed, and effective decisions are taken, communicated and enacted.

Vice President



This role is to support the President. If they are ever unavailable, you will take up their responsibilities.

The Vice President is normally responsible for helping with any relevant tasks whether it being planning, forms or solving problems. Overall, they are vital to the day to day running and future development of the society.

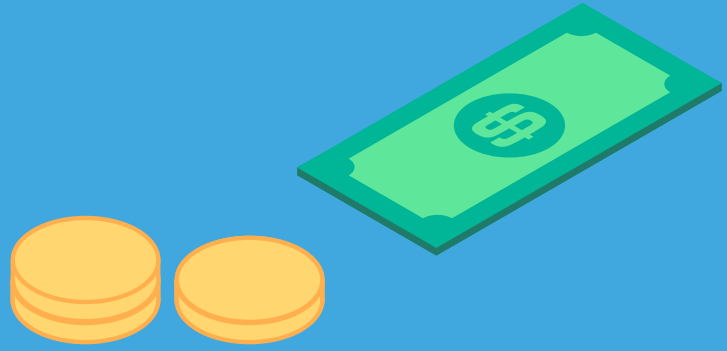
Communications Officer



Communications Officer of the society are the key information and reference point for the committee and members. Making sure that everybody knows what's happening where and when!

The role is responsible for the administration of your society, as well as taking responsibility for the smooth running of your events and social media.

Treasurer



Treasurer is responsible for the financial management of the club. The treasurer will manage the society's account, make decisions on expenditure and ensure there is always a healthy balance in the account.

The Treasurer should advise the committee if the balance becomes low to fundraise and generate income. Furthermore, will work with all committee members to authorise payments and to be ensure the expenditure will benefit all members.




Social Secretary

Socials are a fundamental part of any student activity group. Whether these are evenings out, weekends away, or just a meal at someone's house. The social sec will help your members will get to know each other better, enjoy themselves more and enhance the student experience.

A social club is normally a happy club; socials are a great way to break down barriers between old/new members and make sure everyone in the club knows each other

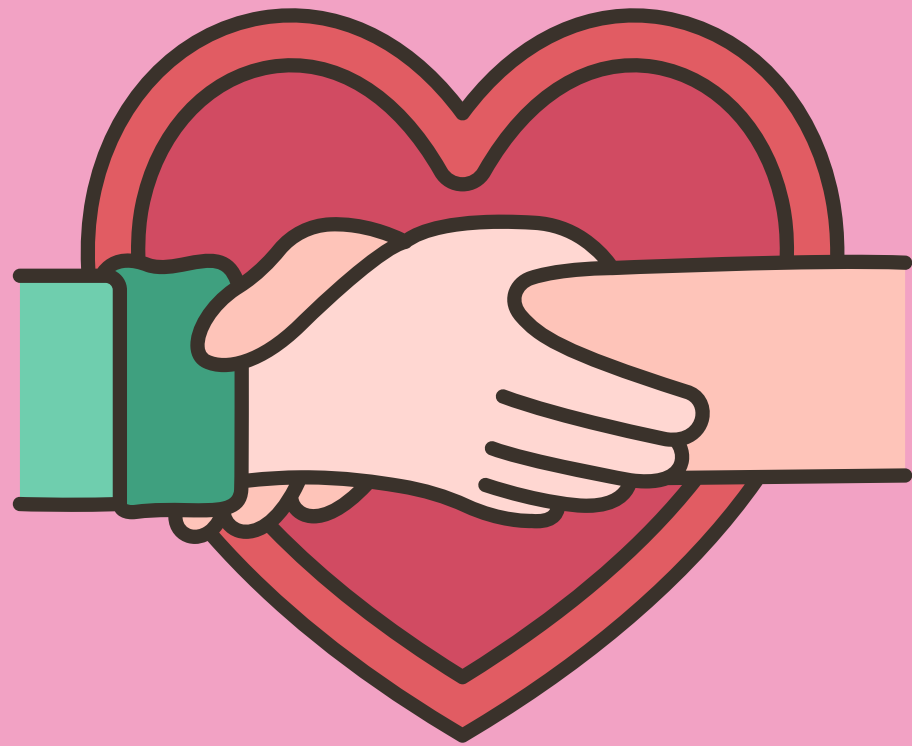
Welfare Officer



The Welfare Officer is responsible for promoting safeguarding and working with others to ensure a safe and inclusive environment is achieved.

The position of Welfare Officer means being clued into all members welfare issues. A key representative who supports and signposts members with any welfare problems like general wellbeing, mental and sexual health, housing, and safety.

Charity Officer



Being Charity Officer offers an opportunity to be involved with the fundraising aspects of the society for charitable purposes.

You are given the opportunity to help bring in finance for charitable organisation from innovative fundraising ideas and help with the Students' Union's charity initiatives.

Goals and Objectives

Have a think about what each of your roles' main goals and objectives are for the year with the society.

President

Get to 75
Members

Communication Officer

Host 20 Sessions
including End of
Year Ball

Charity

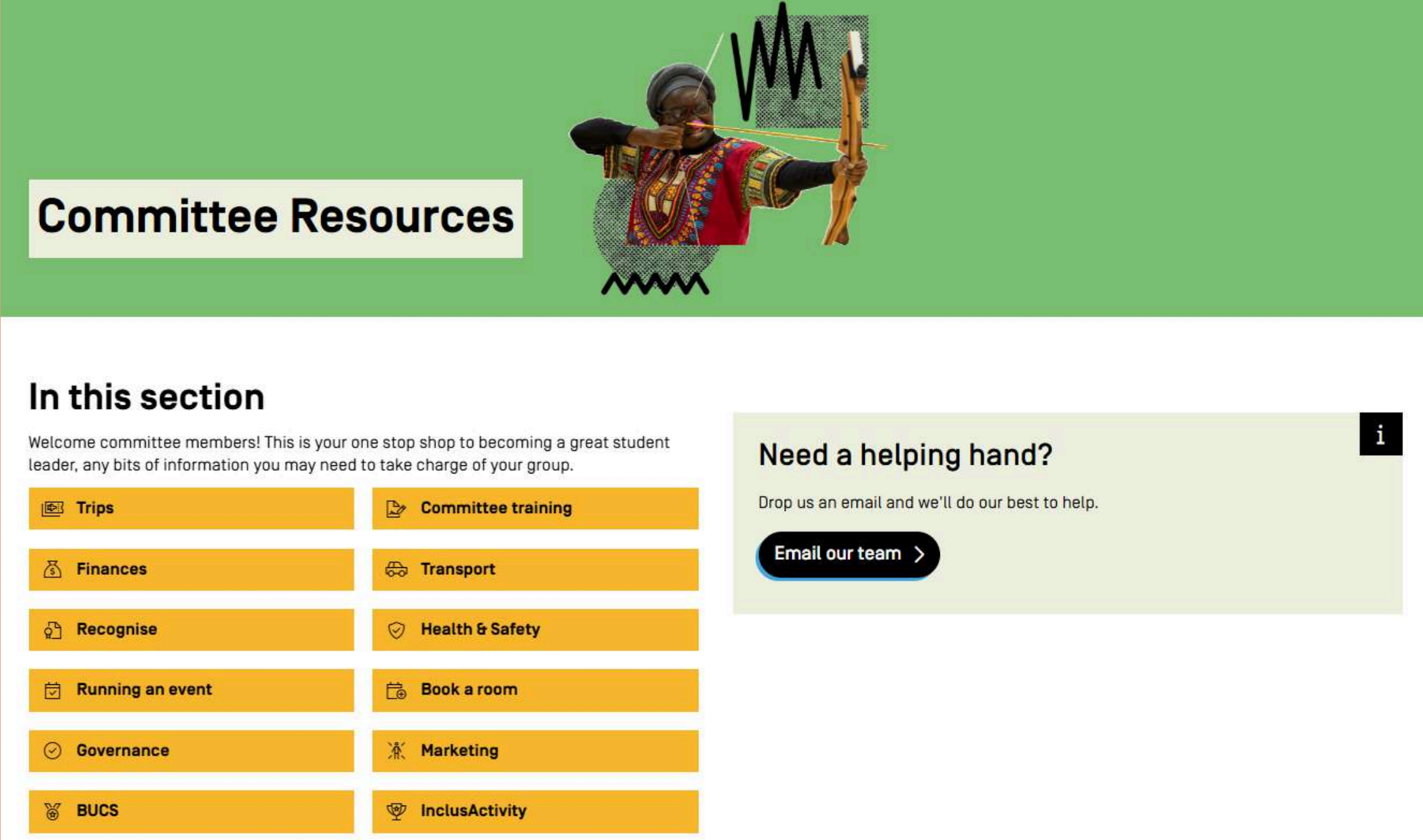
Fundraise
£250

Committee Resources

The Committee Resources page is your one stop shop for everything you'll need as a committee member for your society this year.

This includes all forms, guides, ideas, policies and more training.

Find this in the Student Groups area on jmsu.co.uk



The screenshot shows the 'Committee Resources' page. At the top is a green banner with the title 'Committee Resources' and an image of a person in traditional attire holding a bow. Below the banner, the section 'In this section' is followed by a welcome message: 'Welcome committee members! This is your one stop shop to becoming a great student leader, any bits of information you may need to take charge of your group.' To the right of this section is a box titled 'Need a helping hand?' with an information icon and a button that says 'Email our team >'. Below the welcome message is a grid of 12 orange buttons, each with an icon and a label: Trips, Committee training, Finances, Transport, Recognise, Health & Safety, Running an event, Book a room, Governance, Marketing, BUCS, and InclusActivity.

Committee Resources

In this section

Welcome committee members! This is your one stop shop to becoming a great student leader, any bits of information you may need to take charge of your group.

- Trips
- Committee training
- Finances
- Transport
- Recognise
- Health & Safety
- Running an event
- Book a room
- Governance
- Marketing
- BUCS
- InclusActivity

Need a helping hand?

Drop us an email and we'll do our best to help.

[Email our team >](#)



Whether it's the smallest or largest problem, send us a message!

Important Slide
Alert!

JM
SU



Make sure your committee and members know every update

Communication



Read through your emails/messages before you send them out



Chat and network with other societies



The sooner you let us know, the sooner we can solve the problem

WhatsApp Guidance

Make sure that all rules are followed to make sure it's a safe environment.

You can use these guidelines for your societies' group chats too!

JMSU Committee WhatsApp Group Information Guide

This guide outlines how JMSU will use WhatsApp to communicate with our voluntary student leaders.

Guidance

- The group is only for current LJMU students who are elected committee members of LJMU sports or societies. JMSU staff will access this group as a means for communicating messages, providing updates or reminders for groups to respond.
- JMSU staff will be using a JMSU phone for communicating with this group.
- Keep discussions relevant to student groups and JMSU matters. Individual conversations should happen outside of the group.
- Harassment, bullying, or any form of intimidation is strictly prohibited. This includes persistent messaging, unwelcome comments, or targeting individuals. JMSU staff will remove any member who violates these terms.
- Use respectful language. Avoid sending content or using language that is offensive or exclusionary.
- Report any behaviour/content that makes you feel uncomfortable or unsafe to JMSU Staff by contacting studentgroups@ljmu.ac.uk.
- Obtain permission before sharing any photos, videos, or recordings of group members. Respect each other's privacy and consent.
- Avoid messaging late at night or very early in the morning. Staff working hours are typically 9-5pm Monday and Friday. This WhatsApp group will be monitored by JMSU staff between 10-4pm, therefore you may not receive a message outside of these times.
- Do not share individuals' comments or details with anyone outside of this group without consent.
- There should be no sponsorship related posts or promotion of any kind of commercial activity in this group.
- It should be noted that JMSU will continue to communicate via email which is our main method of communication. It is important that all committee members continue to regularly check and respond to any/all JMSU emails relating to their role.
- JMSU Staff may delete any messages if they do not fall within our guidance.

Committee Meetings



Host a meeting every month/term

Go through any current problems
and plans for your sessions

Book a room or meet 30
minutes before your session

Write down everything
said for future reference

Or meet online but not by
WhatsApp/Messenger

AGM

Every Society must complete an Annual General Meeting hosted in February/March with as many members as possible

The purpose of an AGM is:

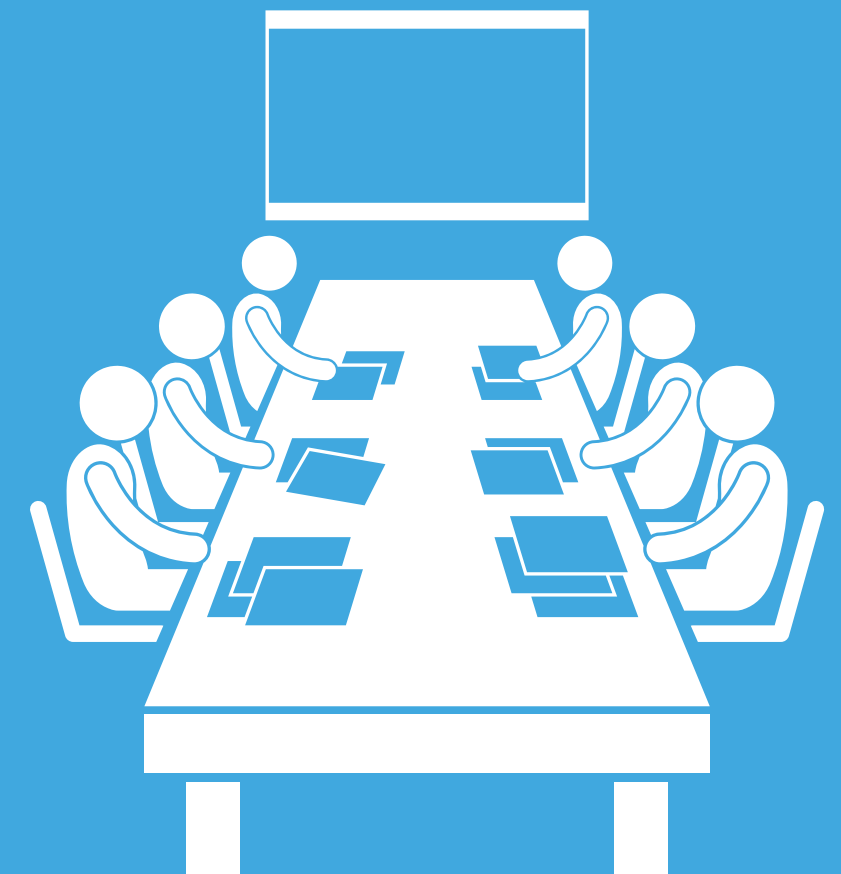
Review the Year

Make any changes for next year

Allow candidates to share why members should vote for them for committee next year

Complete the AGM form

Guidelines can be found on Committee Resources Page



Online Elections

All societies committees are officially selected through elections, hosted online. There are two main parts to an online election:

Nominations Period

Any members interested in being a committee member applies on the site.

Elections usually run around March

Voting Period

The members of the society are each invited to cast an anonymous vote online, for the students they think would be best in the roles. The students with the most votes are elected to the committee.

Online Elections

If your society has not completed your AGM and election by the deadlines, your society will not be active for the 2026-27 academic year.

It is the responsibility of the Committee to ensure members vote in the election as 30% of members must vote in order for the new committee to be elected formally.



We will be hosting an Elections Training Course nearer the time.

EGM

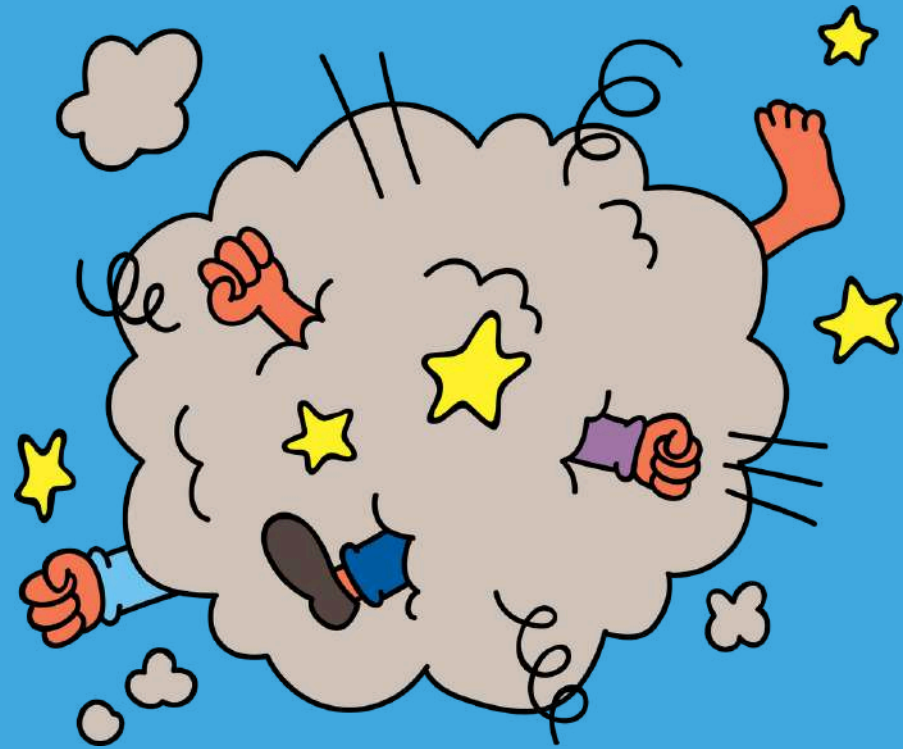
An EGM is an Emergency General Meeting.

They are held when you need to change your committee or when you need to elect a new committee member outside of an AGM.

Any changes to committee will require an online election to take place.

If any committee roles change throughout the year, an EGM must be held and Tom needs to be informed asap.





Conflict

In case of a conflict between members, committee members or both, be aware that only JMSU Staff can remove any members/committee from a society.

We suggest the DOE Method:

Any problems or concerns let us know

D

Discover the problem
and differences

O

Obtain clarification about the
issues from every perspective

E

Explore options and
solutions

Situation: A member in your society has said an offensive comment towards another member. The person who received the comment states that they don't want to come to the society again if they are there.

Solution

Take the member out of the room and give them a warning, stating that that behaviour is not acceptable here in the society.

Remind them that when they signed up as a member, they signed the terms and conditions stating that they would treat everyone respectfully.

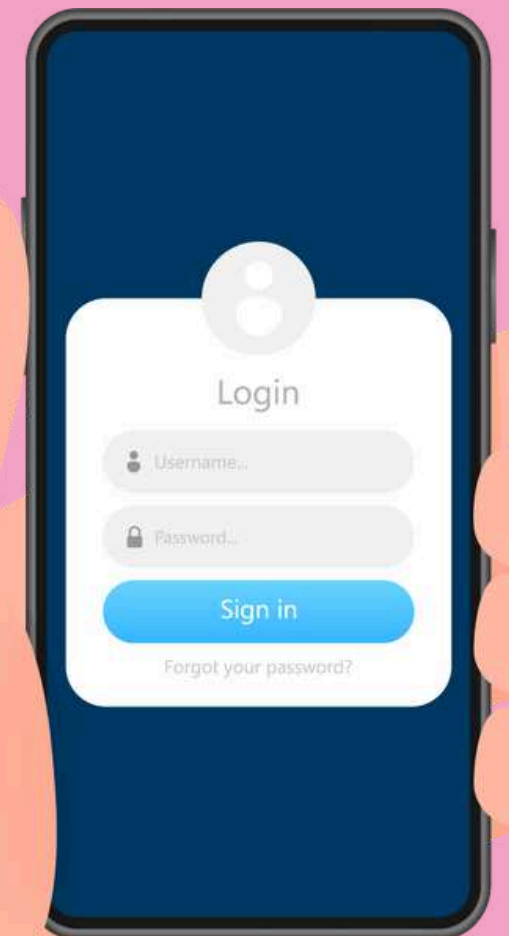
It may be relevant to have a meeting with the two sides to discuss the problem and set up some set rules and guidelines to make it a happy space again.

If they are to repeat these acts or you have come to a gridlock in the situation, email JMSU and we will set up a meeting to discuss this with them. We may have a meeting with you too to get as much information as possible.

Memberships

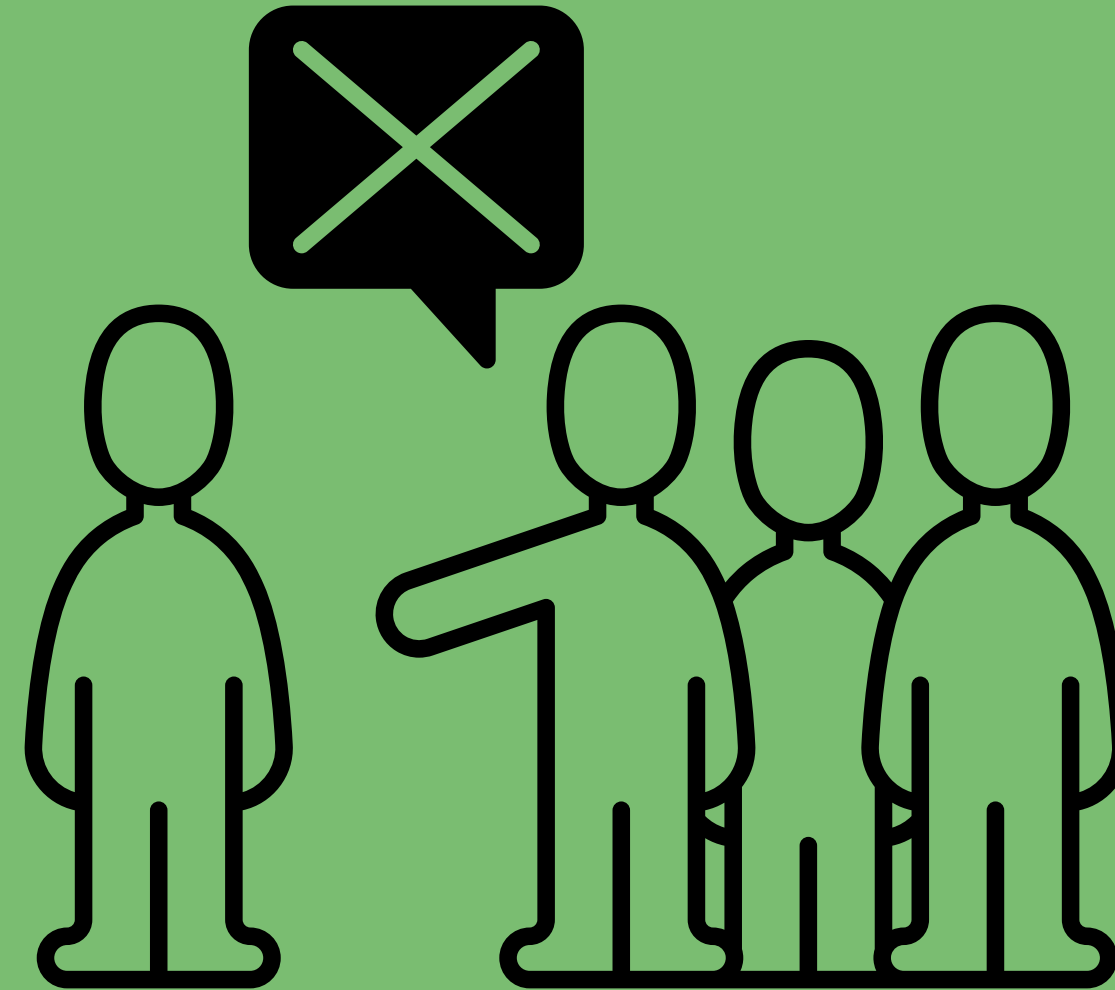
It's important that all your members (including yourselves) sign up for the society. This is so that:

- 1) All members are registered so you can contact them about your sessions.
- 2) We need their next of kin details so that in case of an emergency we can contact them.
- 3) To have access onto the system for when you're doing the AGM Voting online.



Equal Opportunities

We don't accept
any form of
discrimination
in our societies



If there is anything stopping people getting involved, find a way of how they can get involved.

Societies & Volunteering Awards

The Best Event of the Year will be back in April 2026 to celebrate all your hard work from this year!

Location TBC

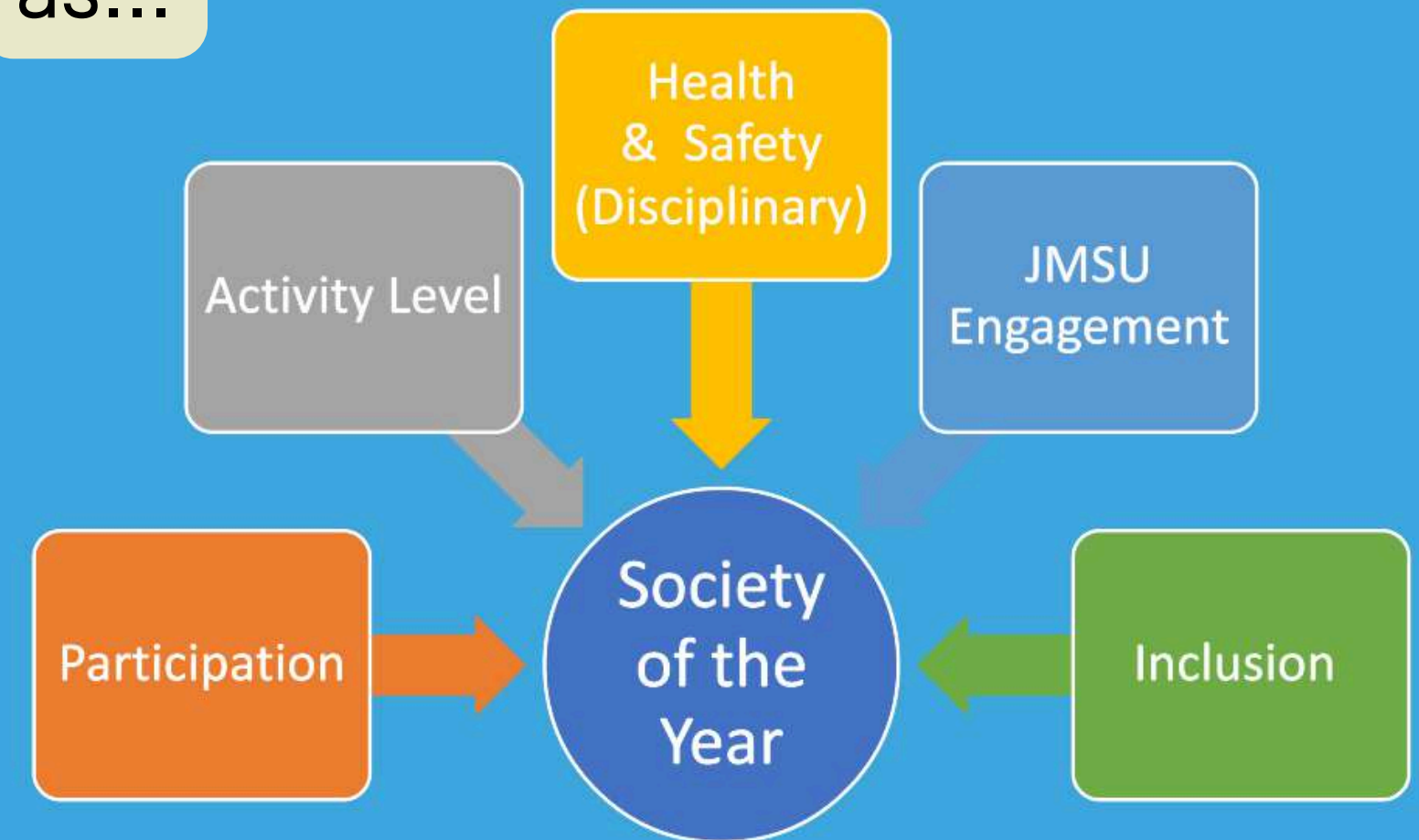
All Committee invited

The awards you can win are...



- Best New Society
- Best Academic Society
- Best Cultural & Faith Society
- Best Community & Interests Society
- Best Creative & Performance Society
- Society Event of the Year
- Best Social Media
- Special Recognition Award
- Members Choice Award
- Societies Committee Member of the Year
- Society Engagement of the Year
- Society of the Year

We rate each award based on areas such as...



Volunteering Hours

Every hour you spend as a committee member for your society counts as volunteering!

By the end of the year, if you reach the hours below you can win our volunteering award!

Bronze – 50 Hours

Silver – 100 Hours

Gold – 150 Hours

You can find how to log your hours in the Volunteering Guide



Room Bookings

Societies can book SLB Classrooms for their sessions from 6-9pm on Mondays - Thursdays and 1-9pm on Wednesdays.

Choose a room related to your size, if you are booking a room too large or small we will reject the applications.

Book at least 1 week before your session.

You must be out of your room at 9pm or you will be kicked out by the estates team

If you would like to book the Activity Space please let us know



Find a full guide and the link to book a room on the committee resources page

Important Dates

September

Freshers Fair
Sessions Start

October

Black History
Month
Halloween

November

Movember

December

Disability History
Month
Christmas

January

Refreshers Fair
Refreshers Training

February

AGM's Begin
Volunteering Week
LGBTQ+ History Month

March

Varsity
Handover
Meetings

April

Society Awards
End of Year Ball

May

Final Sessions
JMSU AGM

June

Memberships
Close



Key Comms Channels



Committee Member Checklist

Complete Committee Contacts Form

☐

Plan all your sessions for the year

☐

Update your Society's Webpage

☐

Confirm you're happy with your logo and name

☐

Complete Risk Assessment Form

☐

Complete Code of Conduct Form

☐

Attend a Committee Training Day

☐

Book rooms for your society's sessions

☐

Place all your events on Native

☐

Make sure all your social media pages are up to date

☐

Join the Committee Member WhatsApp Group

☐

Familiarise yourself with the Committee Resources Page

☐

**THANK
YOU!**

**Have an amazing
year!**

Contact us

Phone: 0151 231 4900

**Email: t.rigby@ljmu.ac.uk or
JMSUsocieties@ljmu.ac.uk**

jmsu.co.uk