

Imperial College Union
Council Report
By Monya Zard, Deputy President (Clubs & Societies)

Constitutions

Club constitutions have now been written into eActivities- they are awaiting testing and then will be launched to all CSPs. Hopefully this should make them more of a living document, rather than a document which is updated only when the committee remembers about it. Included is the ability to edit the constitution and a function for authorisation by their MG Chair once it has been ratified at a meeting.

BUCS update

Once again this has been taking up a significant portion of my time. On 18th May BUCS sent a letter to all affected institutions offering two options. However the options offered are not satisfactory- one being completely impractical and the other not retaining sufficient participation options. As such we have declined the options offered and are waiting for a response from BUCS on how to take this forward.

Finance deadlines

Finance deadlines have been set in conjunction with the DPFS and finance office for Clubs, Societies & Projects. Whilst transactions will be taking place, the month of July is year-end for the entire Union and the deadlines should ensure no rush spending at the end of term, helping us to streamline this process.

eActivities for Finance

The training is now fully written for eActivities and we are about to start writing comments for the in-line training (we anticipate this will be about 1000 comments!). In addition I have been through all the other Club Officer training packs to update those when necessary. These should go live in the next week

Manifesto Update

This is an update on the manifesto points upon which I was elected and any progress made. I would add that being in the role has given me many more areas to work on- such as the Arts Imperial partnership and Student-Led Projects.

Aim	Progress	Notes
Continue moving club finances online to include not only claim forms but all aspects of club finance	Completed	Training has been completely rewritten for clarity and ease of use, in-line training notes are in the process of being produced.
Provide CSC/FU officers with more on-the job training so they can fully support their clubs	In progress	Invited all MG Chairs and Treasurers to have a meeting in December to discuss progress and support needs. However do think I could have done more here- I was blessed this year with very capable Chairs and Treasurers.
Train our club officers more efficiently- fully utilizing club handovers by providing both old and new club officers with material to go through during handover	In progress	There is a handover checklist which will be updated with new eActivities information. There will also be drop-in finance sessions for financially responsible Club Officers.

Integrate training material with online finances in the form of help buttons- making sure the information required when using eActivities is already at hand	In progress	In-line training being written for all aspects of eActivities.
Ensure club officers are recognized for the hard work they put in- both within Imperial College Union and externally	In progress	The CV2012 scheme has good takeup this year but will be stopping next year. The DPW and I are exploring options for external volunteering recognition.
Aid smaller clubs in bidding together as a collective for Sponsorship , and creating a database of existing Sponsorships so officers can target new companies	Not Done	Sponsorship Speed Dating was extremely successful in helping small clubs find sponsorship; however the Careers Service were unable to find companies willing to take part again this year. However there have been two in-person Sponsorship training sessions for which feedback has been very positive.
Introduce a club 'health check' based on a variety of criteria so that I can identify which clubs need some one-on-one time	Completed	Managed to pull out clubs with quantitative signs that they were struggling, alerted both the club and MG Chair to the issues and many were resolved.
Over the summer have an audit and reorganization of storage space to maximize its effectiveness	In progress	Still ongoing- plan developed but waiting on clubs to meet with me before a paper can be taken to Executive Committee.
Adjust the room booking system to make it fairer for all by not allowing large block bookings- we have a lot of clubs and limited facilities so sharing is vital!	In progress	We have looked at who uses rooms most frequently and are using a minor extension of the CHUG system to ensure clubs with regular classes can have access to a space regularly, without block booking large spaces.
Have a combined wet/dry weather plan for Freshers' Fair so all students can find their favourite Clubs & Societies, and publicise demonstrations with a timetable in advance of the event	Done	Apart from the timetable, this aim was achieved and all feedback from the event has been positive from attendees. I have taken club feedback to make a debrief for the next DPCS.
Make the Freshers' Fair afterparty entertainments bigger and better.	Done	All thanks to the clubs for this!
Encourage clubs to integrate postgrad students more- possibly by running PG-specific events like ACC Badminton's PG Badminton session this year.	In progress	The GSA are working very hard on this. We have put together a 'Summer Program of Events' in conjunction with clubs which will be advertised to all PG students.
Ensuring members are happy with what they are getting from clubs - either by going to club events and asking students directly, or by indirect means such as surveys.	In progress	The Union Survey should cover this but I feel it hasn't been as in depth as I would have liked.