

## ICBS Proposal to become a Constituent Union

November 2016 – Draft 1

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## Current set up

### Overview

The Business School has 12 Career Clubs, supported by the Career & Professional Development Service.

1. Africa Business Club
2. Asia Business Club
3. BioPharma & Healthcare Club
4. Business School Consulting Club
5. Energy Club
6. Entrepreneurship Club
7. Family Business Club
8. Fintech Club
9. Luxury Goods & Retail Club
10. Marketing & Digital Society
11. Private Equity & Venture Capital Club
12. Sustainability in Business Club

The aim of the clubs is to bring together students with similar areas of career interest and/or professional backgrounds and to run events that give opportunities to:

- Meet other Business School students with similar interests
- Learn from and network with alumni and other professionals
- Build links with relevant employers in the sector
- Learn more about roles available and the skills needed in the industry

### Governance

#### Employer Relations Team

Career Club activity is overseen by Toby Emmerson, Employer Relations Executive. Toby is currently responsible for the following:

- Defining the role of the career club presidents and committee members, the expectations of the club and the criteria and selection process.
- Promoting the career clubs and managing student sign up for membership
- Promoting the career club president and committee roles.
- Overseeing the recruitment and selection process for career club presidents and committee members, in conjunction with the outgoing presidents.
- Producing all documentation relating to career club guidelines, regulations, training and expectations.
- Organising and undertaking training for career club committees.
- Maintaining the webpages for the clubs.
- Booking rooms and catering for the clubs.
- Promoting events for the clubs and entering the details into Symplicity (C&PD system).
- Managing the sign up to events and registration list on Symplicity.
- Setting up tools for the clubs such as email addresses and shared drives.
- Approving and processing any expenditure or additional finances, including sponsorship money and invoices.

### Business School Students

Career Clubs are open to membership from all students of the Business School, and all Business School students are encouraged to attend their events. However, Joint Honours and Intercalated BSc students are currently not eligible to sit on the individual committees.

Business School Career Club regulations state that all career clubs must have one MBA President, one MSc President and at least one other club committee member. The size of the committee and the extra positions available varies from club to club.

<b>MBA President</b>	Coordinates the committee and sets the strategy and activities for the club, representing the views and aspirations of the MBA programmes
<b>MSc President</b>	Coordinates the committee and sets the strategy and activities for the club, representing the views and aspirations of the MSc programmes

Other positions which may exist and vary from club to club:

MBA Vice-President	Supports with the strategy and activities for the club, representing the views and aspirations of the MBA programmes
MSc Vice-President	Supports with the strategy and activities for the club, representing the views and aspirations of the MSc programmes
Secretary	Supports with the coordination of the committee by recording minutes of meetings and recording attendance at events.
Communications & Promotions/Marketing Manager	Sets the strategy for marketing and promoting the club's activities, including communications plans for events and writing reports of events.
Social Media Manager	Has sole responsibility for the club's social media channels and interaction with Business School students, wider Imperial College community and external stakeholders.
Event Manager/Director	Has specific responsibility for the logistics of an individual event, or a portfolio of events.
Careers/Internal Liaison	Liaises with the Careers & Professional Development Service, including logistics for events, and monitoring the budget.
Employer/External Liaison	Liaises with Employers, especially with regard to logistics for events

The committee is expected to:

- meet monthly and feed back to Employer Relations Executive;
- document the monthly meetings, report on events and record potential contacts;
- write an end of year report and leave a legacy for future clubs; and,
- help select the committee for the following academic year.

The club is expected to:

- highlight forthcoming Imperial and external events;
- run a series of events throughout the year (target is 5-6);
- source speakers;
- source sponsorship if desired; and,
- collaborate and engage with the other clubs.

## Selection

The Employer Relations Executive contacts all incoming (and existing Weekend, Global and Executive MBA) students by email in August regarding the clubs and selection process. The information is also posted on the Hub, Social Media, Business School media and is explained at Careers' Inductions for each programme.

Each Career Club has its own individual selection process, which is led by the outgoing Presidents and overseen by the Employer Relations Executive. The process may differ for each club but will be one of the following three:

- Purely paper based selection
- Selection by interview/pitch
- Election by students

Selection takes place in September and October, depending on the club and start time of relevant programmes. Start time for Business School programmes is as follows:

January	Global Online MBA Stream 1
February	Executive MBA
April	Weekend MBA
September	Full-time MBA Global Online MBA Stream 2 MSc Finance MSc Finance and Accounting MSc Risk Management and Financial Engineering MSc Investment and Wealth Management MSc Management MSc Economics and Strategy for Business MSc Business Analytics MSc Innovation, Entrepreneurship and Management MRes
October	MSc Strategic Marketing MSc International Health Management MSc Climate Change Joint Honours and Intercalated BSc

## Training and support

All clubs receive the following training and support:

1. **Club Committee training session.** This is a three-hour session with other club committees, led by the Employer Relations Executive and focusses on the logistics of running a club, developing activities and managing a functioning committee.

2. **Individual Club Handover.** The exact details will differ by club but this is essentially a handover meeting with the outgoing club, which will cover specialist advice.
3. **Leadership day.** Career club presidents are invited to attend the Business School Leadership day.

Tools for each career club:

- Webpage
- Email account
- Social media channels
- Centralised 'cloud' storage, with files and documents from previous years' activities
- Access to Imperial College Business School 'Symplicity' for event publicity
- Access to Imperial College Business School media via relationship with Marketing and Communications Coordinator

## Operations

The career clubs are responsible for designing and organising events, seeking and liaising with speakers and alumni, preparing promotional materials, running the committee and deciding how their budget will be spent.

However, room bookings and catering orders, changes to the club webpage, promotion of events on Symplicity and management of the registration list via Symplicity, must go through the Employer Relations Executive. Any expenditure or additional finances must be approved by the Employer Relations Executive.

## Funding

Each club has a budget of £1000. Any use of this fund must be approved in advance by the Employer Relations Executive.

It is anticipated that the clubs would use most of the fund to cover the cost of refreshments after speaker events. Students are encouraged to supplement these funds by fundraising, attracting sponsorship or looking at alternative funding streams.

## Approval process for new clubs

There are two windows during which new clubs can be recognized: June/July and October/November.

Students develop and submit a proposal to the Employer Relations Executive, who makes a recommendation to the Employer Relations Manager and Student Experience Manager

1. The proposal should include:
2. Name of club
3. Mission Statement/Aims and Objectives
4. Committee Positions:
  - Each club must have an MBA President, an MSc President and at least one other officer
  - A brief description of each role, if not explicit in the title
  - A process for how the committee positions will be filled (ie Election / Selection / Interview / Paper-based)
5. A suggestion for Career Club Champion
6. Plan for year:
  - Outline of potential events, target audience and objectives of each
  - Each club should aim to host five events

- How do these fit with the other activities and the Vision and Mission of the Business School?
- How do these compliment or add to the activities of the Careers & Professional Development Team?
- How will the club measure success?
- How will the club maintain continuity?

**Re-Recognition Process**

In June/July, the Employer Relations Executive will undertake a review of each club's activities for the year in consultation with the outgoing committee, currently structured as "Career Clubs Review of the Year" and a decision shall be taken over that club's viability for the following year.

## Proposed set up as a Constituent Union

### Review of Clubs

Current set up	Proposed or potential set up
<ol style="list-style-type: none"> <li>1. Africa Business Club</li> <li>2. Asia Business Club</li> <li>3. BioPharma &amp; Healthcare Club</li> <li>4. Business School Consulting Club</li> <li>5. Energy Club</li> <li>6. Entrepreneurship Club</li> <li>7. Family Business Club</li> <li>8. Fintech Club</li> <li>9. Luxury Goods &amp; Retail Club</li> <li>10. Marketing &amp; Digital Society</li> <li>11. Private Equity &amp; Venture Capital Club</li> <li>12. Sustainability in Business Club</li> </ol>	<p>A review of Business School career clubs and Business-related IC Union societies would be undertaken.</p> <p>The following well-established, relevant ICU societies could potentially move to the Business School Constituent Union, with all Business-related clubs and societies housed together:</p> <ol style="list-style-type: none"> <li>1. Consultancy society</li> <li>2. Economics</li> <li>3. Energy</li> <li>4. Entrepreneurs</li> <li>5. Finance</li> <li>6. Innovation</li> <li>7. Investment</li> <li>8. Management</li> <li>9. Oil and Gas forum</li> <li>10. Women in Business</li> </ol>

### Governance

Current set up	Proposed or potential set up
<p>All activity is overseen by Employer Relations Executive.</p> <p>Each committee has an MBA and MSc President and a varied number of committee members.</p> <p>The Employer Relations Executive is responsible for defining rules and regulations.</p>	<p>As a Constituent Union, the Business School would have the following positions:</p> <ol style="list-style-type: none"> <li>1. President</li> <li>2. Deputy President</li> <li>3. Vice Presidents or Officers representing: <ul style="list-style-type: none"> <li>• Clubs and societies</li> <li>• Welfare</li> <li>• Academic</li> <li>• Finances/Sponsorship</li> <li>• Events</li> </ul> </li> </ol> <p>The Constituent Union President would sit on the IC Union Council</p> <p>The Constituent Union President or Vice President for clubs and societies would sit on the Clubs, Societies and Projects Board and would oversee club activity, with guidance from the Employer Relations Executive.</p>

**Commented [BCM1]:** Just to confirm - Are these positions open to Business School students only? Secondly - are these roles taken on alongside studies (i.e. not full-time)?

**Commented [BCM2]:** Is there a set list of required roles or can the Business School decide which roles to have?

**Commented [BCM3]:** How much are professional staff from the specific faculty involved in other constituent unions?

	<p>The Club president and committee positions would be open to all Imperial College students at all levels of study and so the Business School could no longer stipulate that there must be an MBA and MSc President.</p> <p>The Clubs would adhere to IC Union rules and regulations.</p>
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## Elections and handover

Current set up	Proposed or potential set up
<p>There are no elections currently.</p> <p>Each club has its own selection process, which is led by the outgoing President and overseen by the Employer Relations Executive.</p> <p>The selection process takes place between August and October.</p>	<p>All club presidents and committee members would need to be elected. This would be done in the same way as other IC Union clubs and societies, through the e-voting system.</p> <p>The elections normally take place in March, with some in October. Most Business School programmes are for one-year only, which means a March election for all positions would not work.</p> <p>One suggestion is that the election of one president and one or two committee members takes place in March and the remaining positions are elected in October, when new Business School students will have arrived. This could help with handover and would mean that the club would have some members in place to start training, start booking some initial events and run promotional activity during fresher's week.</p> <p>If we waiting until October to elect all positions, followed by training and given the lead time for booking rooms and catering through IC Union system, it would take a while for the clubs to get started.</p>

## Training and Support

Current set up	Proposed or potential set up
<p>All training is currently undertaken by the Employer Relations Executive.</p>	<p>The Business School Constituent Union clubs would receive the same training as other IC Union clubs – all on e-activities.</p>



	All tools currently provided by the Business School, such as an email address, webpage etc would be managed through IC Union.
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## Operations

Current set up	Proposed or potential set up
All room bookings, catering and financial management is handled by the Employer Relations Executive.	All Business School Constituent Union clubs would manage their activity in the same way as IC Union clubs and societies - through e-activities and IC Union. This includes room bookings, catering, a bank account for finances, promoting events, managing membership sign up, sponsorship and completing training – as well as adhering to the relevant rules and regulations.  <b>Point to note</b> Business School rooms are not currently available to Union clubs and societies to book.

## Funding

Current set up	Proposed or potential set up
Career clubs are given £1000 each by the Careers and Professional Development Service. All expenditure is approved and managed by the Employer Relations Executive.	It is proposed that C&PD continues to allocate a certain amount of money each year to the clubs for catering costs. Additionally, all Business School constituent union clubs would be required to submit a budget to the IC Union and can apply for a grant (clubs cannot apply for a grant to cover catering). IC Union also has a sponsorship form and offers guidance to constituent union clubs on this matter.

## Process for new clubs

Current set up	Proposed or potential set up
Students wishing to establish a new club submit a proposal to the Employer Relations Executive.	Students wishing to establish a new club would follow the same process as other new IC Union clubs and societies – completing a proposal and entering the new activities incubator?

## Benefits of the Business School becoming a Constituent Union

There are many benefits of the Business School becoming a Constituent Union.

1. The Business School Constituent Union Clubs and Societies would be open to all Imperial College students, allowing the Business School to better connect with other College faculties.
2. The Business School would work more closely with Imperial College Union.
3. The Business School Constituent Union Clubs and Societies would have access to e-activities, training and support offered by IC Union.
4. The Business School could set up sports clubs, something of particular interest to its students, which would be open to all IC students.
5. A constituent Union model is more scalable in terms of expansion of the number of clubs and also offers better infrastructure for the process of approving (or not) new clubs
- 6.

## Requirements of the Business School becoming a Constituent Union

- What is the Business School required to do/have as a Constituent Union?
- What is the process for approval?
- Who approves this?
- Timeline