

Beginning of the Year Checklist & Info

Table for Socs Day

Book a Table for Societies Day at this link <https://socs.nuigalway.ie/page.php?id=MjQ=>

Socs Day runs from 10am - 6pm on Wednesday 6th. Make sure to make your stand eye catching but please get your photocopying done over the next few days as Wednesday is just too busy with queues for the copier. Do not use paper signups if avoidable. Have a laptop and either scan or type id numbers. If you must use paper, get the official sheets from the Socsbox, you will then have to add the info into an excel sheet and upload it to the website by 8pm on Wed 6th. Under no circumstances share your signup sheets with anyone other than your committee, this is a serious breach of data protection. All such sheets must be handed into the SocsBox for disposal as soon as you have the info added to your dashboard. (note using paper is time consuming and open to error) You can use more than one laptop or handheld device to add members.

See if your society is on the list for a scanner on socs Day in Appendix 1.

Socs Dashboard

Familiarise yourself with your Society's Control Panel (Dashboard). Your Dashboard has now all been moved to the new platform and we have just moved the socs website to a new server so some of the training links need to be fixed, we will do this over the next few days. Make sure your full committee is added in your dashboard as they will need access to sign people up on socs day.

Update your Society's Profile on the website.

This is done via the link in your dashboard, you can see your profile here <https://socs.nuigalway.ie/societies.php> as you can see having a logo makes your society stand out, and a good image also helps.

Put your events on the calendar.

If you have an event coming up this week put it on the calendar by 1pm on Monday 4th as we will be sending out a What's Happening Guide. You can add a poster or image to your calendar event to make it stand out. For next week please have your events on the calendar by Friday at noon so we can make sure it makes it into the What's Happening Guide and if you want your event on the college LCD screens get it in the calendar by Thursdays at noon.

Posters

If you have a poster upload it to the dashboard as well and it will appear in the main display on www.socs.nuigalway.ie.

Training

Society training is changing this year, there will be a 2 hour session covering the basics you need to know about running a society, all the new developments and opportunities for you, including on-line training, awards, digital badges and the role of the USCG and the SocsBox. These sessions will run from Monday Sept 25th - Wednesday 27th in the evenings and on Friday 29th at 10am. This gives every committee member an opportunity to learn the basics of how societies work and will help you all to have informed and engaged committee members.

On Friday 29th we will be running sessions for the core committee members covering: Auditors, Vice Auditors, Treasurers, Secretaries, PRO, Event management, Health & Safety. The evening will finish with a BIG SOCS PARTY in the Bailey Allen with food, refreshments and entertainment, admission is free, you just need to be on a committee to attend.

Training Details Here: <https://socs.nuigalway.ie/page.php?id=MjY=>

We are launching a new suite of society training in blackboard which we have been able to develop with the help of the Special projects fund.

Leadership Award/Digital Badges

For details on how to participate in the Society leadership Award and Digital Badges check out [this link](#). Note to keep your committee position you must complete your personal goals in the dashboard.

SocsBox

New committee members: familiarise yourself with the facilities available from the Societies' Office and the SocsBox.

Booking Rooms

Assign your room booker at the SocsBox.

Book your room or venue for your regular meetings. When you fill in your room booking form (can only be done by the room booker) check your info is correct and then 'send to the Buildings Office' make sure the booking is 'sent'. This generates an e-mail to Hilary in the buildings Office. You must book your room by the Thursday (before lunch) of the previous week at the latest. Not sure what room you want call to the SocsBox and we can check what is available. If Hilary has any queries these will come to your @socs.nuigalway.ie e-mail. Societies planning to show movies regularly please contact Riona for some news at socsofficer@socs.nuigalway.ie.

Book rooms in Áras na Mac Léinn (not foyer or BA Hall and tables on the concourse at this link

<https://roombooking.socs.nuigalway.ie>

If you are just looking for a room for a meeting and don't have to have your event in Áras na Mac Léinn (not making a lot of noise, dancing, eating) please book a room in another building.

New Facilities

The new Kitchen in the hub will be opening in the next 2 weeks and will be available for society bookings at certain times. We have also got upgrades happening to the Acoustic Room and the Hub, they are past the planning stage and we will know over the next month when they are due to start. When completed we will have a new band rehearsal room with a recording studio, a new small acoustic room, 2 piano pods, relaxation spaces and a new Large Acoustic Room.

Mirrors are also being installed in the Cube shortly for dance.

Your E-mails

Ensure your society's emails are checked regularly. This is your @socs.nuigalway.ie address. To send e-mails to your mailing list the address is 'your societyname' - -announce@socsnuigalway.ie (no dot between socs and nuigalway) This is how you contact your members via e-mail. If for some reason you need to send an e-mail to a group of e-mail addresses under NO CIRCUMSTANCES put the address into the 'To' or 'CC' box use BCC so that you do not share the e-mails with everyone and seriously breach data protection, this is a very serious offence.

Passwords

Social Media

Make sure you have all your social media passwords. If you have problems talk to the SocBox. Try searching for your society on google and if you find out of date links and don't know how to remove them talk to us in the SocsBox. If you want to ensure continuity Johnny Socsbox can be made an admin of your page so you will never get locked out again.

Finance Website

Be sure to get your the finance website, if you are a signatory on the bank account (Auditors and Treasurers need this password.

Selling Things

You can sell tickets, trip deposits hoodies etc via the socsbox and on line at www.socsbox.nuigalway.ie. You can also see yourselves from the feature in the finance website. This is useful for larger events where you need to know who has bought your tickets and you want to make sure all the funds taken in are accounted for.

Attendance

There is a new feature in the website which gives you reports on your attendance and will help you to know who is going to your events and what students don't seem to know about you. It is very easy to track attendance, you just link your attendance with a specific calendar event and you can scan attendees. You can also link all sales to one attendance sheet which will let you scan ID's or input names to check off who is present. This is ideal for concerts, theatre performances etc, to let you know if everyone who has bought tickets has showed up. We will be looking for a few societies to sign up to track attendance this year as we are looking at various hardware solutions, if you would like your society to be involved in the pilot project please contact Riona, there will be an incentive for societies who successfully participate in the pilot.

Computer Suite Access

If you have been elected onto the committee since August email your name and student number plus society and committee position to socsbox@socs.nuigalway.ie to request access to the Societies' Computer suite.

Provisional Societies

Any provisional societies due for full recognition will be invited to the USCG during September/early october to go for full status, we will be in touch with you.

Please call to the SocsBox for assistance with these issues.

Other Important Tasks at the Start of the Year:

First Meeting

Make an effort with your first meeting. First impressions count if you hope to keep your members. Introduce new members to existing members and try to organise a social aspect to this first meeting which will allow people to get to know each other in an informal setting. Warm-up games and icebreakers can really help, remember meeting a group of new people can be very daunting. It is a recognised fact that peer to peer support and creating a sense of belonging makes a very significant contribution to helping students engage with campus life and complete their studies, your society could be the difference in helping someone have a rewarding college experience and success in

their academic pursuits so familiarise yourself with the supports available so that in turn you can support your members. A handy way to find out about the supports is to take the Success Quiz at nuigalway.ie/successquiz, you might even find out some useful info for yourself.

USCG:

Familiarise yourself with your USCG rep and the Societies Chairperson. Each constituency has an individual student representative. Societies are divided into seven distinct constituencies based on their aims. The homepage has a feature with all the information you need [here](#). The USCG helps you to maximize your society's potential. If you have any queries regarding contacting your USCG rep or approaching the USCG contact Cameron the SocsBox.

Money:

Start work on your activity plan to aid budgeting. Closing date for submission of a budget will be confirmed by the Societies' Officer, it will not be before society training. Use the Schedule of Allowances and the budget form on the finance website and the Schedule of Allowances to aid with budgeting. Note the new society money will not be available until mid-October, but if you have no funds now and need some to keep your society going e-mail Mary at finance@socs.nuigalway.ie

Familiarise yourself with all the special deals which have been negotiated on behalf of the societies with hotels, restaurants etc. Note there is a message in the Control Panel Message Centre which is updated regularly with new deals under the heading "[Society deals & Fun things to do](#)"

Update the signatories on your bank account. Note: the Societies' Officer must be a signatory and must sign the declaration. The bank will attend training on the 29th and will get all your bank accounts switched over, Mary will be contacting all Treasurers with detail of what exactly is required. In the meantime if your signatories have not been updated the SocsBox can help you make payments on-line.

Themed Weeks

Check out the Themed Weeks and large events already planned at the link below. If you are planning a Themed Week let the SocsBox know so we can add it to the list and help you get other societies involved and help promote the week for you. <https://socs.nuigalway.ie/news.php?id=MjA=>

There are also 8 Themed Weeks as part of an extended Orientation and if your society has an event which fits in with the theme, add it to the calendar and choose the themed week's #. <http://www.nuigstudents.ie/first-8-weeks> Your event may then form part of the big posters in each foyer and will be added to the themed week section on www.nuigstudents.ie. Riona will also create a page for you on this website for any big event you have coming up if you don't have a specific website for it.

Individual Websites:

If you have a separate website for your society we will be arranging external hosting, or if you wish to set one up we will get you your new URL and hosting so please e-mail Riona at socsofficer@socs.nuigalway.ie.

Important:

Note you cannot personally profit from your society activities, if in doubt talk to Riona or Mary.

Teachers

Teachers and workshop leaders of physical activities must be suitably qualified, please talk to Riona to make sure your activity is covered by insurance.

Health & Safety:

When organising events (other than talks and movie screenings) that have a physical activity, alcohol available, or with identifiable hazards you must complete an event checklist and if you score more than 20 on the matrix you will need to complete a full event plan. Details in the safety feature on the committee dashboard.

Storage Space

If you have any space needs, storage needs, equipment please let us know. We are also reallocating lockers so be sure to let the SocsBox know if you are keeping yours.

The SocsBox

The SocsBox staff are there to support you, This year we have Mary, Michael, and Ana staying on with us and joining us are Doireann, Jennifer and JJ and Cameron will be available for specific hours at the weekends.

I am always available for a chat, to listen to your fab ideas so call in, for a longer chat make an appointment and easiest of all send me an e-mail socsofficer@socs.nuigalway.ie

Welcome back and have a great year

Riona

Societies Officer, Student Services

Appendix 1

Scanners for SocsDay

Top 48 societies number wise who are first on the list for a scanner, scanners must be collected with a €20 deposit from the Black Desk by 10.30am on Wednesday 6th. We will be taking a reserve list from 9.30am when the scanners will become available.

Business Society	Cumann Staire (History)	Friends of MSF
Eng Soc	Physics Soc	Marine Soc
FilmSoc	Photography Soc	Cheerleading Society
Baking Soc	Musical Society (GUMS)	Writers Group Soc
Dansoc	Lotus Society	Trad Soc
Entrepreneurship Society	ZooSoc	Cumann de Barra
Voluntary Services Abroad Soc	Slainte Soc.	Energy Society
Law Soc	Video Game Society	Rock Soc
German Soc	Art Soc	G-eos
Dramsoc	Cumann Gaelach	Rover Soc
Cancer Society	Feminist Society	Enactus
Potter Soc	DJ Soc	Style Society
Lit & Deb	Astronomy Society	Anime and Manga Society
French Soc	Psychological Society	Amnesty Society
MusicSoc	Comedy Soc	ESN NUI Galway
Medicine Soc	Nothing Specific	Goal

