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# GOVERNING DOCUMENT YEAR:

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## Section A: Name

**Guidance:** The name of your group/club is the same as last year. If you want to change your name, please contact UBU. Include both the full name and any nicknames or abbreviations you use.

Example: The name shall be the University of Bradford Union Knitting Society (KnitSoc)

## Section B: Long-term aim

**Guidance:** This sums up the ethos of your group/club and what it does. The long-term aim should be similar to last year and also direct future exec teams. This aim should be what makes your club/group unique within UBU. It should be explained on your webpage so students know what your group/club does before they join as a member.

Example: The aim of this group is to build a community of students who are connected through knitting. We will be open to all students, from people who are new to knitting and people who have been doing it for years. To do this we will organise regular sessions to bring people together and provide the equipment. We'll be open to yarn crafting and other needlework if our members want to expand their skills. As well as supporting our members, we will look to connect with local organisations for sourcing equipment, to share knitting activities, for promoting Bradford's heritage of wool, to fundraise for or build awareness of crafts for mindfulness.

## Section C: Objectives for the year

**Guidance:** These should be achievable and measurable, that you can do within the academic year. It should inform your development plan, year plan and exec meetings.

Example:

1. *To get at least 10 paid members*
2. *To create knitted items that we can donate or use to fundraise for charity*
3. *To organise and hold fortnightly sessions for our members*
4. *To keep our social media accounts active*
5. *To find and build links with a local community organisation*
6. *To collaborate with another UBU group/club*

## Section D: Executive positions and duties

**Guidance:** These team duties are standard for all sport clubs and activity groups. If you choose, you can add more duties that the team is responsible for, but you shouldn't remove any.

*Executive Team duties:*

- Responsible for the group following UBU Constitution, Bylaws and policies
- Responsible for governing the group, enhancing/maintaining its reputation and ensuring its sustainability for the current and future academic year
- Organise activities for the benefit of its members and ensures these are appropriately registered with UBU

- Attends and represents its members at its respective Assembly
- Create and agree an executive agreement document for working together, including expected commitment from each exec, timings of exec meetings and other duties as agreed

*(Individual execs are responsible for the duties below unless otherwise stated in the exec agreement)*

**Guidance: The duties for Chair, Secretary and Treasurer are standard across all sport clubs and activity groups. If you have merged roles following elections, you still list them separately in this section.**

1. *Chair duties*
  - a. Responsible for oversight of the execs and their responsibilities as agreed in the governing document, exec agreement and exec meetings
  - b. Chairs executive meetings and member general meetings
  - c. Leads the exec team in fulfilling the group's aims and objectives
  - d. Is the first point of contact for handling complaints and resolving conflict within the exec team and/or members
  - e. Ensures fair delegation of tasks to all execs
  - f. Ensure active participation and commitment from all execs as agreed in the exec agreement document
  - g. Submits semester reports to the respective Committee
2. *Secretary duties*
  - a. Creates agendas for exec meetings and takes minutes (notes) at each meeting
  - b. Makes minutes available to members and UBU
  - c. Keeps track of actions and delegated tasks from exec meetings, and informs execs of the actions and deadlines
  - d. Is responsible for administration of the group; including webpage and membership information, data and file storage, social media accounts and online group chats
3. *Treasurer duties*
  - a. Knows the finance procedures for spending money
  - b. Monitors the financial spend of the group and knows the current account balance
  - c. Produce and submit any annual budgets, event budgets or funding requests
  - d. Takes the lead in looking for sponsorship and ensuring fundraising procedures are followed

*List any additional positions and duties below*

**Guidance: This is where you list all the non-signatory roles in your exec team. This should include all the roles, even if they are vacant.**

Examples:

4. *Deputy Chair*
  - a. To take over the role of the Chair in their absence
  - b. To take the lead in ensuring the society complies with risk management and health and safety
  - c. To assist with the work load of other executives
  - d. To gather feedback from members on what activities they want KnitSoc to organise
5. *Equipment executive*
  - a. To source equipment for regular sessions from local organisations
  - b. To safely store equipment and make it available for regular sessions and events
  - c. To maintain the inventory and ensure there are enough resources
6. *Social media executive*

- a. To set up and maintain all the social media accounts
- b. To create graphics and take photos for use on social media
- c. To work with UBU marketing to promote the society

## **Section D: Authorising finance signatories**

**Guidance: Only Chair, Secretary and Treasurer can authorise finance forms. You can't add more roles to this section.**

The following executive positions are signatories for the finance accounts held with UBU's bank account. Only these executives can authorise finance forms.

- Chair
- Secretary
- Treasurer

## **Section E: Changes to this document**

**Guidance: This will only apply after you've submitted this document to UBU. You cannot make changes to the exec team structure, aims or objectives after submitting this document without consulting your members.**

Changes can be implemented if approved by the majority of members at a quorate members meeting, extraordinary members meeting or an online vote.

## **Appendix: University of Bradford Union information**

**Guidance: This section is to make sure you are aware of the below. You can't delete or change this without losing affiliation to UBU.**

This governing document has been completed and submitted with the understanding of the following;

- All activity groups are part of the University of Bradford Union, which is a registered charity
- Executives are aware of and will follow UBU Constitution and relevant Bylaws, UBU Code of Conduct and other policies and procedures
- Affiliations and sponsorships with external organisations need to be approved by UBU to ensure the group remains student led