

Top Tips for Sustaining your Society

Short Term Survival

Tip 1 - Finance

Use the AHS's fundraising guide to get yourself some cash. Budget sensibly to make your funds go further. Finally, lobby your students' union to give your society financial help given your work in student support.

Tip 2 - Your Team

Without a motivated team, your society will collapse. Elect genuinely enthusiastic and reliable people with the requisite skills. Cross train so that two people can perform each role in case of illness or resignation.

Tip 3 - Communication

Weekly committee meetings held before an event, social or at their own regular time, (possibly in a pub) are important to keep your society working effectively. Use an agenda and stick to it, and take and distribute minutes. Make sure everyone knows what they are meant to be doing.

Tip 4 - Turn Out

You can maximise the chances of a good turn out by publicising well and in advance. Bear in mind that people will not turn up if the event clashes with another, is unappealing, or costs them too much money.

Tip 5 - Activity

Write clear aims and objectives into the Constitution which translate into activities or areas of activity. This avoids frustration and indecisiveness in meetings. Organise fun and creative events for members to take part in.

Tip 6 - Management

Be clear on the role of the President: are they a leader or facilitator? Make the society structure work. For example, do you need fewer officers involved in decision making?

Tip 7 - Avoid Burn Out

Be enthusiastic and positive. Delegate work out, in bite sized chunks so that it doesn't feel like hard work. Reduce low-yield work so that your time is used most efficiently. Set realistic and achievable goals to avoid low morale.

Long Term Survival

Tip 8 - The Hand Over

Groom fresher recruits for committee positions, and involve the committee in planning and decision making so as many members as possible have a stake in keeping the society going. Have your admin in order so it is easy to pass on to the next committee. Train and mentor the new committee and pass down documented best practice. Drill home the importance of planning for hand over a year in advance to the new committee.

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