



University College of Dublin, Trinity College
Central Societies Committee
Lar-Choiste Na gCumann

SOCIETY OFFICER TRAINING 2016

1

WHAT IS THE CSC?

- Responsible for student societies
- One of the five “capitaled bodies” in TCD, (CSC, SU, GSU, DUCAC, PUBS)
- Grants & oversee admin of societies.
- Recognized new societies
- Here to help!

WHO IS THE CSC?

- The CSC Executive is made up of:
 - 5 Officers: Chair, Secretary, Treasurer, Amenities, Honorary Treasurer.
 - 8 Ordinary Members – weekly meetings
 - How to run for a position on CSC exec
- CSC is also the Treasurers of ‘fully recognised’ societies
 - The Treasurer holds the vote and **MUST** attend TGM, AGM, EGM etc, essential for quorum - can proxy the vote.



CSC STAFF MEMBERS

Lucy O'Connell – Finance Officer

lucy@csc.tcd.ie

Emma Matthews – Administrative Officer

emma@csc.tcd.ie

Joseph O'Gorman – Strategic Development Officer

sdo@csc.tcd.ie

Kate Heffernan – Office Assistant

4TH WEEK SOCIETY SHOWCASE

- Dedicated societies week 17th-21st
- Special 4th Week Grant available
- Promote the core aims of your society - no receptions
- Highlight the important work societies do in TCD
- All events must be open and free to everyone
- Opportunity to gain more members



CSC BALL & AWARDS, 8TH MARCH 2017

- **Best Society (Small, Medium, Large)**
 - **Best Individual**
 - **Best Fresher**
 - **Best Event (single day)**
 - **Best 4th Week event**
 - **Best Multi-Day Event**
 - **Best Collaborative Event**
 - **Online Presence**
 - **Best Poster**
 - **Best Society Magazine**
 - **Best Journal**
- **Best New and/or Improved Society**
 - **Overall Society**
 - **Society's Choice**

YEARBOOK

200 words on one event
pictures from each society (up to
society to be included)

yearbook@csc.tcd.ie

Launched in April



Lucy O'Connell
Finance Officer
lucy@csc.tcd.ie
01 - 896 1827

● **Tuesday/Wed/Thursday**

SERVICES AVAILABLE IN HOUSE 6

- **Computers** – for society not personal use
 - Creative Suite for posters/publications etc (Photoshop, InDesign, Illustrator)
- **2 Printers** - black & white, are also scanners.
- **Photocopying** – 2 Black & White photocopiers,
 - A4/A3/booklets etc.
 - Code for each society.
 - Jams & more paper – ask in the office
 - Do not waste paper, do double sided and ask for help

SERVICES IN HOUSE 6

- **Phones** - dial 9 for outside line in IRE. Calling overseas ask Lucy/Emma.
- **Postage** available
- **Mail boxes** – Atrium & Regent House
- **Meeting rooms**, Eliz & Atrium 3 (both have projectors)
- **Keys for rooms**, borrow or take out for year

AVAILABLE TO BORROW

- Burco/Flasks - deposit €100
- Tea/Coffee Flask - deposit €50
- Wine glasses - deposit €20
- Portable digital projector - deposit €400, overhead in Eliz Room and Room 3.
- Return borrowed items!!!

CSC CREDIT CARD



- Use in office only, online or over the phone.
- Forward receipt to lucy@csc.tcd.ie or print it and drop it into the office.
- Lucy will contact society regarding payment when the bill arrives, or the amount will be deducted from your grant.



YOUR SOCIETY BANK ACCOUNT

- AIB Westmoreland St
- Changing signatories for cheques
- Getting your statements
- Lodging money - cards



Emma Matthews
Administrative Officer

emma@csc.tcd.ie

01-896 1827

- General running of socs office .
- Promote the CSC and help societies.
- Manage CSC online presence
- Admin for email accounts (CSC&Socs)
- Advise & support for society activity/events/plans
- Additional funding and sponsorship
- Other stuff from keys to this!



THE CSC ONLINE

www.trinitysocieties.ie

facebook.com/trinitysocieties
@TrinityCSC

SOCIETIES ONLINE

- Domain registration and hosting. support@netsoc.ie. TCDlife
- Disclaimer – content is your own and not representative of TCD
- Online the same policies as on campus apply (Alcohol/Dignity and Respect)

EMAIL

- Gmail - webmail.csc.tcd.ie
society@csc.tcd.ie
- Communicate with CSC, within committee, TCD departments, external (NB record of correspondence for future committees)
- MyEmma.com - Data Protection and 'Opt-Out' option essential. Membership lists must be managed appropriately

VENUES ON AND OFF CAMPUS

- Space on campus book early & confirm!
- Enquiries@tcd.ie – JD form, permission
- Min 3 working days notice is required for ‘meetings’ (a basic meeting space with no reception).
- Minimum 5 working days notice required for booking ‘events’ (events may require additional permission, for example if you are holding reception etc).
- For ‘special events/activity’ such as concerts, balls etc you must book well in advance and apply for permission to do so at least 8 days in advance of the function

VENUES ON AND OFF CAMPUS

- Catering on campus
- Booking stands or a bake sale in Arts building/Hamilton
- Venues off campus – public liability insurance possibly required.

Additional funding



- **External** - Sponsorship proposals, strategy and what you can offer them (within college regulations)
- **Internal** - ‘Associate Publication’, Pubs Office > €300 to cover print costs of 1 issue, use of facilities in Pubs office, use of notice board/distribution stands. Apps for Michaelmas term close at the end of Oct.

Email chair@trinitypublications.ie

- TCD Association & Trust offers grant support for activities on campus, including society events and once off publications. **Next deadline 7th Oct**
- Visual & Performing Arts Fund - 31st Oct @12

- MPLC Umbrella Licence® licence allows use of legally rented/purchased films within campus & Halls. Conditions;
 - *Society members only*
 - *No admission charge*
- PRO - Promoting your Society – 10 ways
- Posters & publications – CS 6 available (photoshop training) & colour printing
- How to write a press release & Media contact list
- Assistance for high profile speakers – communications@tcd.ie
- Trips-help to manage organising/bookings (recommend members sign waver form)



Patrick O'Boyle
CSC Secretary
secretary@csc.tcd.ie

Office hours
TBC



ROLE OF A CSC SECRETARY

- Constitutions
- Running meetings
- Running your society effectively & maintaining good relations
- Media & online protocol
- Secretaries Reports
- Setting up new societies

CONSTITUTIONS

- Define and guide
- Set out aims; unique to each society
- Fundamental rules & structures
- Election procedures
- Committee positions (maximum, minimum)
- Financial responsibilities



CONSTITUTIONAL REVIEW

- CSC template
- Passed at EGM/AGM
- Amendments must be approved
- Queries – contact Secretary@csc.tcd.ie



GENERAL MEETINGS

- AGM/EGM
- Constitution – point of reference
- Elections – transparent, fair
- Ballots – individual, position specific
- Random checks

EFFICIENCY & MAINTAINING GOOD RELATIONS

- Best interest of society & members
- Organised committee
- Sense of direction
- Effective meetings
- Communication!
- Well planned events
- Don't forget the details

MEDIA & ONLINE PROTOCOL

- Secretary - media queries
- No online 'meetings'
- College policies - *"on the internet in any College related activity"*
- Public information

GENERAL INFO

- Secretary's Reports
- Recognising new societies
- Association, Auxiliary, Commissary, Sodality
- Here to help!
secretary@csc.tcd.ie



Brian McMahon Gallagher

Amenities Officer

Amenities@csc.tcd.ie

Office Hours

TBC

AMENITIES

- Society Rooms, sharing the space
- Amenities grant, not taken from main grant
- Recycle
- Disposing of equipment
- Equipment borrowing between societies

CSC Treasurer

Micheal Scholz

Treasurer@csc.tcd.ie

Office Hours

TBC

TREASURER

- Role of the Treasurer
- Grant process
- Grant headings
- Supplementary grants
- Special grants
- Associative & Provisional Societies

ROLE OF SOCIETY TREASURER



- Manage the society's finances
- Represent the society on the CSC.
- Involves attending each CSC term general meeting, the voice of your society
- Record all transactions, and keep all receipts and lodgement slips.
- Claiming System
- The CSC operates strictly on a receipt only basis
- Spend first, submit receipts to the CSC and claim reimbursement from your grant.



THE GRANT PROCESS



- As Treasurer, you should co-ordinate the filling out of the society's Grant Application Form.
- Chair and Treasurer must sign the declaration in the CSC before the Grant Application will be considered.
- Application Period: 3rd Oct - End of Week 12 (recommend doing before Week 7 - Reading Week)
- May need to meet with the Executive Committee
- The Executive will then consider each application and allocate under each heading (See GPD)



THE GRANT PROCESS



- The society will be allocated a grant of a certain amount - "budgetary limit"
- Supplementary Grant
- If you reach the budgetary limit you may come back to the CSC and request that the it be raised to allow further activity within the society.
- Section 5 of the GPD elaborates on what criteria determine the society's grant allocation.



GRANT HEADINGS



- Basic Running Costs
- Speakers' Expenses
- Receptions
- Classes/Workshops
- Equipment & Capital Items
- Competition Entry Fees
- Affiliation Fees
- Library
- Other



GRANT HEADINGS



- Travel - Awarded on a first-come, first-served basis - travel will be separated into two categories - travel for competitions and conferences; and field trips. There will be a budget set aside for each, and once the budget has been exhausted, no more travel will be granted. N.B. field trip travel will generally only be granted every second year - so if your society got a field trip travel grant last year, you won't get one this year.
- Only capitated students who are fully paid-up members of the society will be subsidised.
- An itinerary of the proposed trip must be submitted with the grant application
- A list of those who are to travel must be given to the CSC prior to the trip.
- A post-trip report must be prepared.

Note: Students travelling on society trips will not have personal accident cover or travel insurance.



SPECIAL - NOT TAKEN OFF BUDGETARY LIMIT

- **Special Grants**
- **Subsidy for a special one-off event**
- **Very detailed information is required**



SECURITY PAYMENTS - NOT TAKEN OFF BUDGETARY LIMIT



- CSC may pay up to 6 regular security charges per year - €1200. This will not be taken off the grant.
- If you pay security fees using a society cheque, you must get a receipt and bring it in to Lucy - this will be reimbursed, and again, not taken off the grant.



4TH WEEK FUND

Events may be funded so long as they are free to all members of College (not just society members); relevant to the core aims of the society; preferably on-campus; receptions will not be covered.

4th Week grants must be submitted by 12th October in order to be considered.

Details of your event must be sent to emma@csc.tcd.ie for the 4th week calendar by 14th October 2016.

GRANTING RESTRICTIONS

- There are restrictions in the grants that may be allocated to certain categories of societies. These can be found in the Grants Policy Document, Section 8.
- There are also restrictions if your society did not submit financial records for the last financial year
- *Note: It is extremely important that all Treasurers consult the Grants Policy Document prior to filling out the grant application, and please ask Lucy if you are not sure what category your society falls into.*

OTHER

- You are better off fundraising for your own Society's funds than for charity
- We will only fund term-time events
- The society exists before and after you



Ronan Hodson Honorary Treasurer

hontreas@csc.tcd.ie



Joseph O’Gorman

Strategic Development Officer

joe@csc.tcd.ie

CSC Chair
Benn Hogan
chair@csc.tcd.ie

Office hours
2-3 on Mondays
10-11 Tuesdays

ROLE OF A CHAIR

- Overall running of the society
- Chairing committee meetings
- Joint responsibility for finances & accounts (with Treasurer)

Survey results

- Just about coped – 38%
- Caused stress quite often – 32%
- Caused high levels of stress – 9%



BALANCE

- Keep perspective (you're here to get a degree)
- You cannot do everything yourself, delegate and ask for help
- Plan, plan, plan
- Look after yourself, sleep, eat well, gym, go home, try yoga soc, meditation, TAW, S2S....whatever you need to switch off

BALANCE

- TCD resources available
- Stress

<https://student-learning.tcd.ie/undergraduate/topics/self-management/stress/>

- Time management

<https://student-learning.tcd.ie/undergraduate/topics/self-management/time/>

- Equality@tcd.ie – Aoife Crawford



QUESTIONS & SAMBOS



52

