



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

SOCIETY OFFICER TRAINING 2018

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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.
- Recognizes 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

Benn Hogan – Office Assistant

4TH WEEK SOCIETY SHOWCASE

- Dedicated societies week 1st - 5th October
- 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
- ReFreshers 12 - 3 1st Oct. Opportunity to gain more members (limited space available)

CSC BALL & AWARDS, 6TH MARCH 2019

- **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 and images
of one event

yearbook@csc.tcd.ie

Launched in April



Lucy O'Connell
Finance Officer

lucy@csc.tcd.ie

01 - 896 1827

● **Tuesday/Wed/Thursday**

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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** – all now in the Atrium. See your society profile on trinitysocieties.ie
- **Meeting rooms**, Eliz & Atrium 3 (both have projectors)
- **NEW ROOMS:** 2, 3, 4 Atrium 5 storage
- **Keys for rooms**, borrow 10 - 5 or take out for year

AVAILABLE TO BORROW

- Burco/Flasks - deposit €100
- Tea/Coffee Flasks - deposit €50
- Wine glasses/mugs- deposit €20
- Portable digital projector - deposit €400, overhead in Eliz Room and Room 3.
- Email emma@csc.tcd.ie to book
- 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
- New Bol Accounts
- online banking
- training



Emma Matthews
Administrative Officer
emma@csc.tcd.ie
01-896 1827



- General running of socs office
- Promote CSC & help societies do the same in college.
- Help you navigate/operate within college.
- Admin for email accounts/site/SM
- Advise & support for running a society
- Additional funding and sponsorship



THE CSC ONLINE

www.trinitysocieties.ie

fb/ trinitysocieties

tw/ TrinityCSC

insta/ trinitysocieties

SOCIETIES ONLINE

- Domain registration and hosting.
- Disclaimer – content is your own and not representative of DU/TCD
- Online the same policies as on campus apply (Alcohol/Dignity and Respect)
- GDPR - General Data Protection Reg

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)
- To set up tools (project management tools)
- Communicate with your members - MyEmma.com - Membership lists must be managed appropriately (Data Protection).

Additional funding



- **External** - Sponsorship proposals, strategy and what you can offer them (ensure deal is within college regulations)
- **Internal** –
- TCD Association & Trust offers grant support for activities on campus, including society events and once off publications. **Next deadline 5th Oct (then Feb)**
- Visual & Performing Arts Fund - **TBC**
- ‘Associate Publication’, (last year 6 per term) Pubs Office up to €300 to cover print costs of 1 issue, use of facilities in Pubs office, notice board/distribution stands.

- PRO - Promoting your Society
- Posters & publications – CS6 available (photoshop training) & colour printing. Canva.com
- Write a press release & Media contact list
- Trips - help to organising/bookings
- MPLC Umbrella Licence® licence allows use of legally rented/purchased films within campus & Halls. Conditions;
 - *Society members only*
 - *No admission charge*

Hugh Fitzgibbon
CSC Secretary
secretary@csc.tcd.ie

Office Hours:
Monday 11-12
Friday 2-3



ROLE OF CSC SECRETARY

- Constitutions
- 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

- Generally a good idea to contact me first - Secretary@csc.tcd.ie
- Constitutional amendment policy on CSC Website
- CSC template
- Passed at EGM/AGM
- Amendments must be ratified by Exec



GENERAL MEETINGS

- AGM/EGM
- Constitution – point of reference
- Elections – transparent, fair
- Recommend PR
- 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



Ciara O'Leary
Amenities Officer
Amenities@csc.tcd.ie

Office Hours
Tuesday 10-11
Friday 12-1

AMENITIES

- Society Rooms, sharing the space
- Amenities grant, not taken from main grant, but can apply online in same system
- Recycle
- Disposing of equipment
- Equipment borrowing between societies
- Successful amenities requests- not lending items, affordable options presented, relevant for the functioning of society's aims

VENUES ON AND OFF CAMPUS

- Space on campus book early & confirm!
Book Eliz Room and Atrium through CSC, most other venues through enquiries
- 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
- Treat enquiries with respect

NEW ROOM ALLOCATION POLICY

Atrium space- plan to better utilise minimal space on campus, book through the CSC

- ❑ Meeting Room, AV Room, Conversation Room
- ❑ Storage space in Room 5, items to be stored in boxes and labelled
- ❑ Societies responsible for storing items and keeping space clean
- ❑ Get in touch to help decorate

VENUES ON AND OFF CAMPUS

- Booking stands or a bake sale in Arts building/Hamilton
- Venues off campus – public liability insurance possibly required. Speak with Emma about this when needed.

CSC Treasurer
Ciaran Maguire

Treasurer@csc.tcd.ie

Office Hours:
Wednesday 11.00



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. You are declaring that everything you write in the grant application is true and that you will undertake to explain and provide proof of income and expenditure during your year as officer.
- Application Period: 17th September - 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**
- **Apply under 'other' - Exec will decide whether or not it is a 'special' 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 Monday 24th September in order to be considered.

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

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
- CSC will not fund charity events or fundraisers.
- *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

CSC Chair
Fiona May
chair@csc.tcd.ie

Office hours :
Monday 11am-12pm
Thursday 12-1pm

Role of a Chair

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

OVERALL RUNNING OF THE SOCIETY

- Assist and support other officers in their roles - eg. grant app; constitutional amendments.
- Provide direction to the society in fulfilling its aims
- Committee cohesion and integration in the wider society
- Delegation key
- Check constitution for specific duties

CHAIRING A MEETING

- Notice to all committee members
- Generally 1-2 times a fortnight
- Agenda
- Minutes (secretary)

Key functions:

- Taskmaster
- Timekeeper
- Mediation where necessary

Monday 17 September 12-1pm: Drop in session

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

SUPPORTS



Lean
ON
US

@TCD   #LeanOnUs

“ Your Trinity Support Services Reaching Out To You ”

Being in college can bring up some predictable but also some *unexpected problems*

Lean ON US is a new campaign raising awareness about support services in TCD through the stories of those who have used them in the past!

  Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

■ TCD Headspace

■ http://www.tcd.ie/Student_Counselling/



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QUESTIONS & SAMBOS

