

Student Group Committee Code of Conduct

Purpose:

The Code of Conduct outlines the expectations of the committee member role in order to fulfil the responsibilities of the role and the positive ways of working that we expect all of our student leaders to embody so you can have a positive impact at Staffs for all of your members.

Student groups; clubs and societies are an integral part of the Students' Union charity and our trained committee leaders hold a position of responsibility to ensure that actions and activities undertaken by the student group are:

- Legally compliant
- Health & safety compliant and in line with insurance requirements
- Financially sustainable
- Follow the policy requirements of both the Students' Union & the University

This is your commitment to do the best job you can, in line with policies and procedures which are in place to safeguard you, your members and the Students' Union.

Expectations

In order to support committee leaders to ensure these requirements are met, we expect all committee leaders to:

- Engage as fully as possible with your role. This means attending meetings called by Student Engagement, including Student Group Executive meetings, Student Group review meetings and feedback forums.
- Respond promptly to information requests from the Student Engagement team and deliver on commitments of the group's Development Plan including the delivery and frequency of events/opportunities for members to engage.
- Complete all compulsory training provided/facilitated by the Students' Union and endeavour to engage with complimentary training as part of your role and skills development
- Complete and return to the Student Engagement Team, all requested documentation within required timeframes
- Provide to Student Engagement copies of any group specific rules (including social media platforms/Discord management), handbooks or any other documentation or guidance shared with members which has not been provided by the Students' Union or University.
- Ensure full marketing exposure of your group's events and activities which includes ensuring that each event/activity/meeting/training session is added to the Students' Union website / What's On page as soon as the event is confirmed.
- Follow directions and guidance provided by the Students' Union at all times whilst acting in your committee capacity.
- Act in a fair, responsible and actively inclusive manner in the delivery of group events and activities, take responsibility for your actions and behave in a manner which does not damage the reputation of the student group or Students' Union
- Not make decisions or execute group activities (including any social media promotion) for personal financial gain and always make decisions in the best interest of the wider group membership
- Keep the Student Engagement team fully informed of all key updates and changes to the group including Sub Committee appointments and resignations

Documents that underpin this Code of Conduct

Additional documents and key information that underpin the spirit of the Code of Conduct.

Committee Role Descriptors	Your Union's Values	University Values
Committee Hub – Student Group policies	Your Union's constitution	University Policies & Regulations that are relevant to all current students