



Welcome and Congratulations!





AGENDA

01. Intro to LSESU

02. The year ahead and key dates

03. Meet the team! How to contact us, and how we can help

04. Your roles and responsibilities

05. A few more essentials

06. Welcome Fair 2025



Today



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SCHEDULE

	09:30 - 09:50	10:00 - 10:30	10:30 - 11:20	11:30 - 12:20	12:30 - 13:00	13:00 - 13:50	14:00 - 14:50	15:00 - 15:50	16:00 - 16:30	16:30 - 16:45
Venue (Level -2)	Societies Arrivals and Registrations	Societies: Welcome Talk and Introduction*	Leadership: Cultivating World Class Societies	Event Planning Essentials*	Marketing, Outreach and Comms*	Lunch Break Free Pizza provided in the 1st Floor Cafe Free high-quality headshots (6th Floor Studio)	Freedom to Speak: Navigating External Speakers & Free Expression*	Safety First: Managing Risk*	Finance and Sponsorships: Back to Basics*	Closing Remarks and Final Questions
6th Floor Cafe (Level 6)	Sports Club Arrivals and Registrations	Sports Clubs: Welcome Talk and Introduction*	Sports Clubs: Leading World Class Groups	Working with Alumni: Relations, Engagement and Outreach (With LSE Alumni Centre)	Safe Travels: Planning Successful Trips		From Society to CV: Showcasing Your Experience (With LSE Careers)	Support for Student Leaders: Wellbeing, disclosures and signposting (With the SU Sabb Team)		
Hall Carpenter Space (Level 3)					Making an Impact: Exploring Volunteering Opportunities (With LSE Volunteer Centre)		Elevate Your Entrepreneurial Skills (With LSE Generate)	Navigating Difficult Conversations (With the LSE Faith Centre)		
ARC (Level 1)							Running Events in the Saw Swee Hock Building			

Housekeeping



- Please ensure you scan the correct individual ticket at each session, as this is how we will monitor attendance.
- Toilets on B-2 and B-1 and Floor 5 levels.
- Water Fountains on Floor 6 and B-2.
- If the fire alarm goes off, please evacuate out of the nearest Fire Exit. Our Fire Assembly point is outside the LSE library.
- Please talk to our team if you have any questions or problems throughout the day!



The Basics



LSESU



- A not-for profit organisation led by LSE students
- All LSE students automatically become LSESU members when they enrol
- Independent from LSE
- All LSESU Clubs and Societies fall under the SU



Key Policies & Regulations



LSESU Bye Laws

- Determine what the SU does and how we do it.
- Take account of all legislation that applies to the SU.

Bye Law 5 – Student Activities:

- *500: "LSESU operates student activities for the purpose to develop community within the School, build networks of support for its members and offer personal development outside of their academic work through a shared interest or physical pursuit."*

Student Group Constitution

- Key governing document: Outlines how student groups should be governed.
- How Student Groups should operate, sets core activities for the year, roles in the committee and important guidance for the year ahead.

Code of Conduct & Regulations



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Student Activities Code of Conduct

- LSESU is committed to promoting an *inclusive, collaborative* and *respectful* environment where individuals are *treated with fairness and respect*. LSESU is committed to a zero-tolerance approach to all forms of discrimination, bullying and harassment.
- Code of Conduct sets out the standards of conduct and behaviour expected of all members.
- Attached to all memberships 25/26.

LSESU Student Group Regulations Agreement

- Behaviours and conduct that LSESU expects from student groups and what student groups can expect in return from LSESU.
- By becoming an affiliated student group to LSESU, you agree to these set of regulations.
- All LSESU Student Groups must sign to say they are all in agreement with this every year.



Key Dates



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- 01. 31st May**
Admin Submission Form
 - Membership price proposal
 - Constitution
 - Sign Student Group Regulations
- 02. August 1st**
Equipment Audit

Please let us know everything your group owns- form being sent
- 03. August 1st**
2025/26 Memberships Live
- 04. August**
Development meetings
- 05. 1st September**
Moodle modules
- 06. Deadlines for Flagship / Trip Forms**

AT: 1st Sep
WT: 31st Oct
ST: TBC
- 07. 23rd, 24th, 25th**
September '25
Welcome Fair



LSE
STUDENTS'
UNION

LSESU Societies Team



Grace

Acting CEO / Head of
Student Communities and
Partnerships



Warren

Societies Manager



Abbie

Senior Societies Coordinator



Madeleine

Societies Coordinator



Aliza

Careers and Opportunities
Coordinator

+ Student-Staff:

- Tanzila
- Giada
- Kelly
- Amy
- Lily

LSESU Sports Team



Alex

Sport and Recreation Manager



Simone

Operations & Facilities
Manager



Dan

Physical Activity &
Wellbeing Coordinator



(starting August)
Sports Coordinator



Patrick

Gym Supervisor



Operations & Facilities
Coordinator

Student Staff:

Ava
Mabel (BUCS)
Zoe (Summer
cover)

Activities and Communities Officer 2025-26

Sachin Bhopal-Myers
Su.activitiescommunities@lse.ac.uk

Oversees the development of your student
groups and represents your views!

vote

SACHIN 4

**ACTIVITIES &
COMMUNITIES**



MAKE ACTIVITIES WORK

1. STREAMLINE CLUBS & SOCS ORGANISING
2. CREATE 'LSESU EVENTS' APP TO IMPROVE COMMS FOR ALL
3. EXPAND PARTICIPATION FUND & CREATE NEW BERRYLANDS TRAVEL FUND

UNLEASH AND EMPOWER

1. PROTECT FREE SPEECH AND RIGHT TO PROTEST ON CAMPUS
2. FUND CLUBS & SOCS TO RUN TASTER SESSIONS THROUGHOUT THE YEAR
3. STREAMLINE FUNDRAISING THROUGH BETTER ACCESS TO CARD READERS.

STAMP IT OUT

1. STAMP OUT DISCRIMINATION AT LSE, FOCUSSED ON ISLAMOPHOBIA, ANTISEMITISM, THE MENTAL HEALTH CRISIS & SEXUAL VIOLENCE
2. MANDATE FULLY TRAINED WELFARE OFFICERS FOR ALL CLUBS/SOCS
3. FIGHT FOR DIVESTMENT FROM WEAPONS MANUFACTURING, ARMS TRADE & FOSSIL FUELS

**VOTE
HERE!**



STRONGER TOGETHER WITH SACHIN!

@VOTESACHIN4ACO

How we can help



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- Planning Events and Trips
 - Risk Management
 - Group Development
 - Processing Finances
 - New Group Formation
 - Contract/Sponsorship Signing
 - Elections
 - Sponsorships
 - Signing Contracts
 - Libel checking
 - Training
 - Liaising with other LSE Departments
 - General Enquiries
- ...and lots more!

Contacting Us



Email

su.societies@lse.ac.uk

Location

3rd Floor, Saw Swee Hock

The team's core office
hours are 10am – 4pm
Monday – Friday

Drop-Ins

Weekly 15-minute sessions with the Societies Team.

Bookable through Student Hub.

Tuesdays 11am – 12pm and 2pm – 3pm
Thursdays 11am – 12pm and 2pm – 3pm

Committee Hub



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- Section of the SU website dedicated to Committee Members
- It includes everything you might need, including:
 - Information on SU processes
 - Event forms
 - Risk assessment and budget guidance
 - Finance support and all relevant forms
 - Trip information
 - Forms to book a Sheffield Street Stall
 - Health and safety information

...And much more!

Scan here



Your Roles and Responsibilities



Committee Communication

- Liaising with SU where necessary
- Ensuring regular communication with and between your fellow committee

LSE/ LSESU Regulations

- Respecting timeframes
- Completing relevant forms as and when required

- **Representing your members**
- **Adhering to the Code of Conduct**
- **Ensuring your activities are inclusive and welcoming**
- **Ensuring activities are as safe as possible**

Handling Issues

- Complaints
- Disputes
- Reporting incidents and injuries

Overseeing Your Finances

- Managing yearly budget
- Ensuring legitimacy of expense claims



A few more essentials...



Memberships



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Please ensure anyone who is part of your society purchases membership.

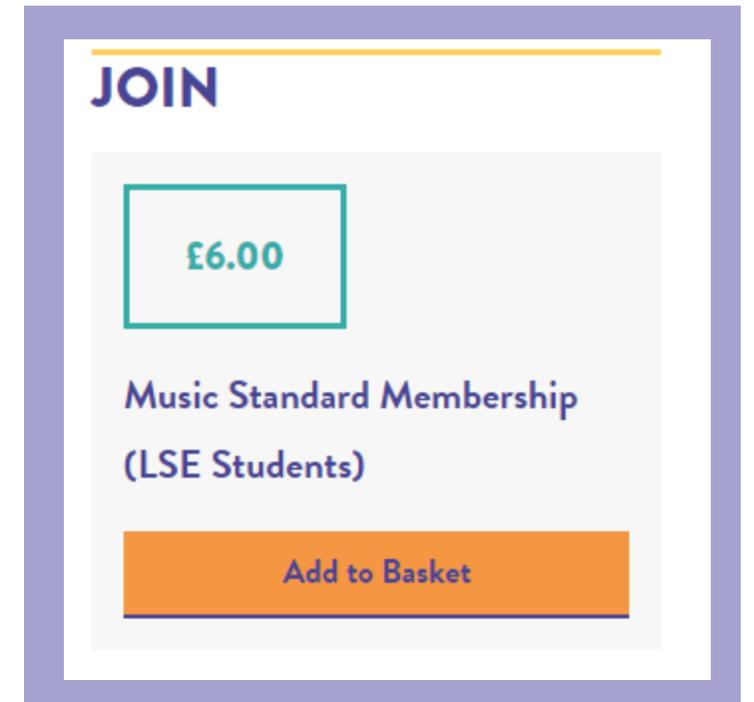
Once people have bought membership, they:

- Will receive any communications sent out by your society through the website
- Are eligible to run and vote in elections
- Have access to member-only tickets and discounts
- Are covered by SU insurance when taking part in your activities

It also is a great source of income for your group!

Associate Membership

- You can also apply to sell Associate Memberships to LSE staff and alumni.
- The price of these must be higher than Standard Membership, to ensure current students get the best deal!
- Get income generation for your society!
- We have partnered with London Film School & New York University (NYU)



Elections



- All core committee must be elected through SU elections (President, Treasurer, Secretary).
- The SU will automatically run these for you, and will reach out if we need any info from you.
- These are run online in March and October
- Non-core roles can be included in the SU elections, or you can democratically elect them yourself. Please ensure all members have a fair an equal chance!

Dates of next year's Elections:

Autumn Term (Postgraduate Groups)

- October 2025 – Exact Dates TBC

Winter Term (All Student Groups)

- March 2026 – Exact Dates TBC

Newsletter



Sent weekly from the Clubs and Socs Team to your personal LSE email address.

Includes:

- Important updates
- Upcoming dates and deadlines
- Exciting opportunities
- Celebrations of recent events and achievements

Please share any relevant information with your members





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Equipment and Storage



- We have the Societies Cupboard on the 3rd floor of the SU
- Space is limited, so please keep this space for small items like banners, small boxes and general equipment
- If you would like to store something in there, please email us, or speak to a member of the SU in advance. We will agree storage on a case-by-case basis.
- For insurance, we need to know everything that's in there!
- Accessible between 10am – 4pm on weekdays
- Please ensure any post is clearly addressed to your society. We will keep it for 2 weeks.



Equipment Audit

Handovers



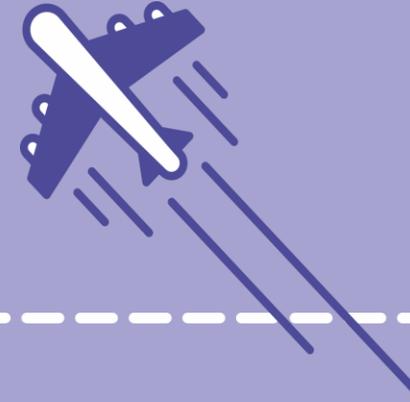
All 2024/25 committees will be asked to prepare a handover.

These include:

- Passwords
- Information on finances
- Feedback on this year's events
- Inventory
- Advice and top tips

Please let us know if you need a copy!

Welcome 2025



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Tues 23rd – Thurs 25th September

- 23rd - National, Cultural, Faith and Charity
- 24th – Sports Clubs, Special Interest and Media Groups
- 25th – Academic and Careers





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Give us your feedback!

Please scan the QR Code to let us know how you found this session/the day.





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Next Sessions

- **Leadership: Cultivating World Class Societies**
10:30 – 11:20 LSESU Venue (-2 Floor)
- **Sports Clubs : Leading World Class Groups**
10:30 – 11:20 6th Floor Cafe

