Sussex LGBTQ+ Society   
Committee Handover Booklet

2017

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# General

**Committee Action Group**:  
The Committee should have a secret Facebook group called ‘Sussex LGBTQ+ CAG’ or Committee Action Group. This is where the Committee should discuss matters of any importance such as event dates and ideas. The discussions in this group should remain confidential as private information may be shared here.

**Publicising Events:**  
The Society is not allowed to Publicise event that haven’t been organised explicitly by the Society; events that are joint-organised are ok.

This rule is in place because if something were to happen at these events then the Society could be held accountable. As such all events organised by the society and only events organised by the Society are to be published on the Facebook Page.

Anyone is free to self-publicise on the Facebook group if they so wish. This would mean they would have to join the group themselves and submit a post.

This also applies to requests from researchers (including Sussex students), as we get so many asking for help we realistically can’t see them all.

**Committee meetings:**  
The committee shall aim to meet once per month during the academic year. These can either be open to all members or just the committee members and those specially invited (such as the LGBTQ+ Officer)

Their shall be an Annual General Meeting at some point during the year where everyone is invited to attend and debate motions.

# Gmail

The Society uses its Gmail as the main form of communicating with members and outside organisations.

A mailing list should be compiled at the Stall at Freshers Fair for the year. This Mailing list should be used to send out an email of upcoming events every Monday of term time.

Only the Chair and Comms Officer should have access to this email unless otherwise agreed with the Chair.

# Facebook – Group and Page

The Society has a Facebook Page and Group and these are usually how most members interact with the Society.

Page:   
Admins: Chair and Comms

The Society Facebook page is where events should be publicised by creating a facebook event, and sharing it with the Facebook Group and inviting members specifically if possible.

The Page is not for advertising anything that is not organised or co-organised by the LGBTQ+ Society and cannot be used for personal use. This is because if it is and something goes wrong the Society could be liable.

Group:  
Admins: Chair and Comms

The Facebook group is closed to the public and members must apply to join. It is the Job of the Admins to approve member requests; they should just quickly check the members’ profile to ensure they are a student or at least not someone nasty. This is because not all LGBTQ+ Students will be out or engage with the Society in other ways.

Posts to the Group must also be approved by the Admins.   
Posts should not:  
- Be personal attacks  
- Violate the Union Safer Space Policies  
- Be discriminatory   
- Share personal information

If a member requests to post such information they should be banned from the group; it’s purpose if for friendly discussion and society communication, not offensive or obscene content.

# Twitter

Admins: Comms and Chair

The Society has a twitter profile that should be used by the Comms Officer to publicise events and interact with outside organisations such as other LGBTQ+ Societies but also the SU and Uni.

# Welfare Tumblr

Admins: Welfare Officers

The Society has a dedicated Tumblr Blog that anyone is free to follow and is administrated by the Welfare Officers.

Posts and reblogs should be Society or Welfare specific. This is also a way for Members to anonymously contact the Society Welfare Officers. Information shared through this should be kept confidential, only shared with the Chair if the Welfare Officers feel it is right to do so.

# Students’ Union Safer Spaces Policies

The Students’ Union has a code of conduct that all SU members are expected to follow. The policies that constitute the Code of Conduct can be found here:  
<https://www.sussexstudent.com/support/>

Members that are in violation of these policies can face multiple responses:

**Society Verbal Warning:** Everyone slips up now and again and if the Committee members feel it wasn’t serious then a clear verbal warning can be given. All committee member have the right to do so. The Chair must be made aware of the incident and the Verbal Warning.

**Society Ban:** The Chair can ban anyone from the Society temporarily, but any ban must be then considered by the wider committee as to whether it should be made permanent or revoked.

**Union Disciplinary Procedure:** If the Committee/ or Chair feels the individual involved has seriously breached the Code of Conduct, the Union has a complaints procedure that will see the individual/s investigated by the Union. More info here:  
<https://www.sussexstudent.com/about-us/contact-us/make-a-complaint/>

# University Room Booking

The University has a simple Room Booking system:

- First Check which room would be best suited for the event using the Room Facilities page:  
 <http://www.sussex.ac.uk/studentsystems/roomfac.php>

- Then Check to see if the room is available using the Room Timetable:  
<http://www.sussex.ac.uk/roombooking/view_timetable.php>

- Finally book the room using the online form:  
<https://www.sussex.ac.uk/login/?return=http%3A%2F%2Fwww.sussex.ac.uk%2Fssro%2Froombooking%2Fstudentroombooking>

Room bookings are manually approved by staff and all bookings must be made seven days in advance, if not the booking will simply be denied.

# LGBTQ+ Room, Falmer House

The Students’ Union provides a room for all LGBTQ+ Students’ to use at the top of Falmer House (the Union Building).

The Room is open 9am-9pm on all working days and is closed on the weekends. Sometimes the Porter forgets to open the room or is ill. In this situation, contact the Union Reception in Falmer house and they will arrange someone to open it.

It is important to remember that it is a liberation room and therefore the Society does not have oversight or control.

Coffee Mornings should be held every Wednesday from 1pm until late in the LGBTQ+ Room. At least two members of the Committee should be present for this.

# Committee Positions

# Chair

The Chair is responsible for the Society overall, ensuring everything is within the Union rules, the finances are maintained and building working relationships with other organisations. The Chair has these main areas to organise.

* UoB LGBT+ or Brighton Uni’s LGBT+ Society are our closest partners and the Chair now nominate a committee member (ideally themselves) to be the Sussex Representative on UoB LGBT+’s Committee. This means the Chair must attend their events and committee meetings where possible and continue to work as closely as possible.
* LGBTQ+ History Month: every February is the biggest undertaking of the Society, a whole month of events and usually one every 2/3 days. The chair is responsible for organising the month by chairing a Special Committee Meeting a month before. Work with the Union and UoB LGBT+ especially.
* Finance: Although the Finance Officer is responsible for the Society’s money, the Chair has authority above the Finance Officer and can overrule them at any point. The Society has a reputation for being financially sound; making money and spending it wisely.
* BlowOuts and FOMO’s: The Society has a very good working relationship with the managers of Revenge in Brighton. Sussex and Brighton LGBTQ+ Societies work with them to arrange BlowOuts once a month on Tuesday where the Societies Split all takings from the door past 80 people. The Managers are happy to email and arrange meetings to organise what day of the month they should be held:  
  [andrew@revenge.co.uk](mailto:andrew@revenge.co.uk) or [steve@revenge.co.uk](mailto:steve@revenge.co.uk)
* Communications: as with finance the Chair has the authority to overrule the comms officer on any occasion and should occasionally check the Society email and facebook page messages to ensure all is well.
* The LGBTQ+ Ball: As of 2017 😉 the Society now organises an LGBTQ+ Ball in April time. The Chair can use the Organising Guide to help coordinate the planning.

# Vice-Chair

The Vice-Chair is a position that can only be held by someone with an existing Committee Position, i.e. it cannot be held alone like all other positions.

The role of the Vice-Chair is to support the Chair in any way possible and to stand in for the Chair when they are absent, in decisions and meetings.

# Finance Officer

The Finance Officer is responsible for the Societies finances; making sure all money is spent wisely and that there is money coming into the Society not just going out.

The Finance Officer should fill out forms for reimbursement from the Society for things such as biscuits for Coffee afternoon or Pizza for example. They should also be the first contact should committee or members have an idea that would cost money.

Union guidelines can be found here:  
<https://www.sussexstudent.com/sport-societies-media/information-for-committee-members/spending-money/>

The Finance Officer can be overruled by the Chair, as is the Union rules.

# Communications Officer

The Comms Officer is responsible for the Societies Communications;   
- Emails (receiving, replying and Mailing list)  
- Facebook (page and group)  
- Twitter

The Comms Officer must also help the committee members in any way related to communications, such as publicising events or mailing relevant people.

Comms is also usually required at meetings to take notes.

# Welfare Officers

The outgoing Welfare Officers Lily and Ronan have created their own cheat-sheet for the incoming Welfare Officers.

# Open Officers

The Open Officers have no specific portfolio like the other Officers on Committee, instead it is their job to assist anyone else on Committee should they ask.

# Campaigns Officer

The Campaigns Officer is there to devise and coordinate any campaigns that the Society may run. liaising with other campaign groups within the university is a good idea, such as Sussex Stop Aids or Gender Liberation.

# Events Officer

Events is there to support any member of Committee in organising events, this could be by booking rooms, gauging interest, emailing relevant organisations or just turning up to events to help out.

The events Officer should also be at the forefront of ideas for events, this doesn’t mean coming up with all the ideas but contributing with things like accessibility and safety would be very valuable.

# Representatives

The Society has many representatives and aside from the Brighton Rep all are required to be accessible to members who may have questions or concerns and are expected to ensure their respective constituency are not forgotten.

This could be by organising events for your constituency such as a meet up or film screening with help from the Open and Events Officers. Or it could just be making sure a the communities perspective is taken into account.

Specific events:  
-Trans Day of Remembrance  
-International Women’s’ Day  
-Black History Month   
-Trans Pride  
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# Brighton Representative

This is a new role intended to increase the cooperation between Brighton Uni LGBT+ Society and Sussex LGBTQ+ Society. There is a sister position on the UoB LGBT+ Committee called Sussex Rep.

The person nominated for the position by the Chair of UoB LGBT+ is to be approved by a vote at the full Society Elections, just like all other positions.

This Position doesn’t come with voting rights in Committee meetings or Elections, however like all members the Brighton Rep can contribute to debate.

# Union LGBTQ+ and Trans Officers

The Students’ Union has elected part-time representatives for LGBTQ+ and Trans Students. The LGBTQ+ Officer has the option to attend on the LGBTQ+ Society Committee meetings as an observer and represent the Union where appropriate, like the Brighton Rep the LGBTQ+ Officer is not entitled to vote but can contribute to the debate. The LGBTQ+ Officer may also hold positions on the committee, where the will have voting rights due to said position.

The Trans Officer currently has no recognition in the constitution and as such no special invitation to attend committee meetings as an observer. At the next Annual General Meeting we will put forward a motion to give this position the same privileges as the LGBTQ+ Officer. The Officer is of course still welcome to attend open committee meetings as an ordinary normal member of the society.

# SU useful contacts

All the contacts of members of staff are available on the Union website <https://www.sussexstudent.com/about-us/contact-us/>

Here is a short list of useful and LGBTQ+ friendly contacts:

Charlie Temperton – Activities Coordinator   
[charlie.t@sussexstudent.com](mailto:charlie.t@sussexstudent.com)

Mike Wilkins – Activities Front Desk  
[mike.w@sussexstudent.com](mailto:mike.w@sussexstudent.com)

Aarun Palmer – Finance Assistant  
[aarun.p@sussexstudent.com](mailto:aarun.p@sussexstudent.com)