

TRUSTEE BOARD

Title:	Trustee Board Report – Deputy President Clubs and Societies
Agenda item:	12
Action requested:	For information e.g. termly reports, usually to be taken as read.
Executive Summary:	Please summarise: <ul style="list-style-type: none">• Update on work done so far along with plans for the coming year.• The aim of the report is to discuss plans for the upcoming year and highlight areas where support is needed.• The report is for information only and no decisions are required.
Summary of recommendations:	N/A

Trustee Board Report (James Cox) Deputy President (Clubs & Societies)

Summary

This report will consist of a brief explanation of work-to-date, followed by a more in-depth explanation of my future plans and associated motivations. Personal comments will be displayed in italics.

Since the beginning of my tenure as DPCS, I have:

- Solved day-to-day issues with clubs & societies, via email, telephone or face-to-face.
 - o Led to drop-in sessions/minibus overflow days/future projects highlighted in Section

This is the most important part of my role, and has highlighted major issues that I had not experienced as a student. Given that I have the opportunity to help them, I have reassessed my plans for the year, which will become apparent.

- Conducted administrative work for clubs & societies
 - o Approving claims, purchase orders, event budgets
 - o Providing access to clubs & societies to club email accounts
 - o Updating committee lists on eactivities

This is time-consuming and is worth discussing at a future date as to whether these administrative responsibilities should lie in the remit of DPFS and DPCS
- Catered to the largest ever number of clubs from Imperial College Union (and subsequently the UK) at the freshers fair on October 4th
 - o Given constraints, reassessed each campus zone and conducted a full to-scale plan to streamline use of space.
- Led the strategy consultation for Imperial College Union at Freshers' Fair.
- Prepared each Management Group/Constituent Union for the year ahead
 - o Met each Chair separately about past issues/expected issues and plans
 - o Conducted an inaugural CSPB development afternoon so that all board members are prepped for the coming year
- Taken the lead on student consultation for Varsity feedback
 - o Created a committee to ensure student input and potential subsequent satisfaction
- Conducted work on existing priorities
 - o Created a spreadsheet illustrating student data from clubs who have opted-in to syndicate sponsorship
 - o Analysed data on increasing cost, participation and demand for resources from CSPs

My work has a definite plan ahead, for which I am excited. I am truly enjoying solving problems on all scales and it is a great opportunity for working with people and in separate teams.

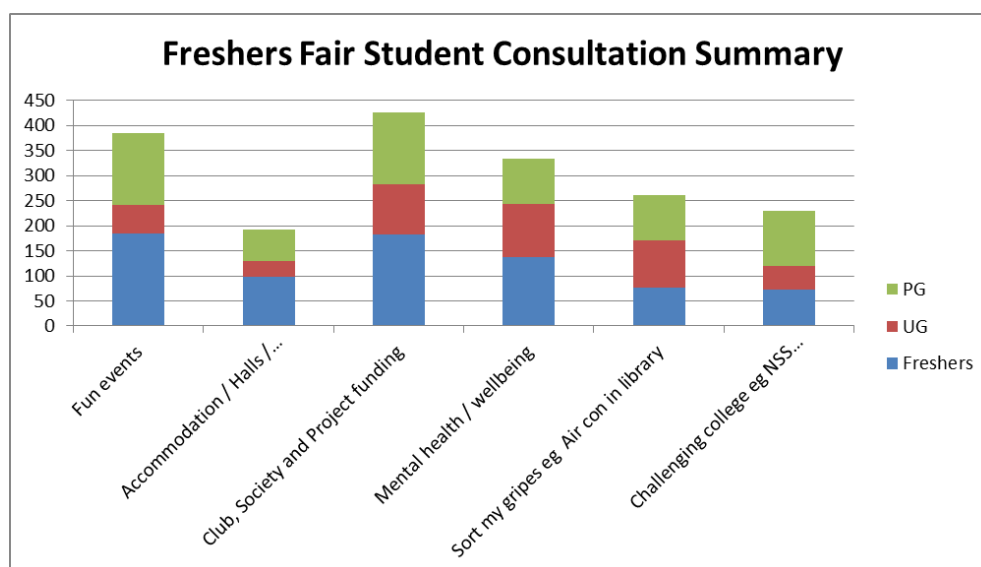
Challenges

- Time constraints
 - o Healthy Brain campaign to be reimaged and delivered in March
- Resource constraints

- App shelved as a non-priority due to high cost and low impact, given the success of participation in the snap poll pushed on Facebook
- Unable to provide power to each stall at Freshers' Fair, despite incredible demand present in Club & Society requests
Perhaps this is something to revisit. There is currently no resource available to officer trustees upon entry, given that budgets are completed before the start of the role. This is not necessarily a bad thing, as priorities change as the officers develop in their position, but is worth discussing in future.

Plans for the coming year

CSP Funding



My mandate, my priority, the root of most day-to-day club problems: CSP Funding. Our focus elsewhere over the past years has led to an unsustainable position for club finances, which needs to be addressed. To meet costs, clubs have been raising the price of membership, now it is reaching the point where clubs do not want to increase the membership any further, meaning their activities and club development cannot be funded and therefore undertaken. Most of my work is leading back into how to solve this, currently the three options are:

- Increase CSP grant
- Obtain central/syndicate sponsorship (i.e. create new revenue streams)
- Review various membership costs including life, associate and external memberships

It would be very useful to me to hear more ideas on increasing revenue.

Management Group Development Project

As a basis of the potential strategy point to define the roles of constituent unions (CUs) and management groups (MGs), this project aims to review the current structure of clubs & societies at ICU, including the financial authorisation process and service provision by CUs (e.g. welfare).

Vision

- Clubs are restructured into relevant groups of an appropriate size to manage administrative commitment from volunteers
- Authorisation of finances is reviewed in an attempt to decrease admin time and lag time from claim input to recompense.
- Roles of management groups are defined; signposting of a student club officer with an issue is well-defined.
- Communication of union operations to students is accessible and understood (e.g. union finances, each officer is well-trained in how to submit a proper budget)

Plan

- Create working group at first CSPB meeting, much interest was expressed at the training day.

Healthy Brain Campaign

- Whilst unfortunately postponed until next year, it is still a priority to promote the physical and mental health benefits of physical activity to students.

Club Storage Project

- Improve efficiency in club storage, starting in Beit to develop the project.
- Aim to create user groups and focus groups to see the needs of clubs and innovate to create new storage spaces or improve existing ones.

It would be useful for me to discuss potential for capital expenditure for storage solutions

Policies

- Acting as voice for student clubs in the development of the College Space Policy
- Aim to create two focus groups for room booking policy and minibus policy, a gripe for a large number of students, improving which would increase student satisfaction
- Aim to redefine transport and tours policy to provide a more concise explanation, including details of insurance.