

Student Group Annual Plan

Durham Students' Union strives to provide exciting opportunities for students to get the most out of their Durham experience. The opportunities that student groups offer to students as members or on the committee are part of this vision, so we want to help you to run and develop your group.

You should complete this Annual Plan when you take over as a new committee. The questions are designed to help you plan what you will do over the coming year.

With the information that you provide in this plan we can work with you to identify how we can best support and deliver your plans for the year.

Please use the plan to identify any training requirements for your exec committee, there are some mandatory training sessions listed so complete these to let us know who from your exec will attend each training session. Use the rest of this section to identify any other training needs you may have, even if the SU don't currently offer this, as we are always interested to hear about development requirements and broaden our training offerings where we can.

The Opportunities Team will go through it with you when we meet once you have submitted your registration form, and again midway through the year to see how you are getting on. This plan should be used as a working document – review it regularly, add to it when you think of new ideas, and ideally use it to inform the agendas of your committee meetings.

DEVELOP >> GROW >> INNOVATE >>

Section 1 - Develop

What training would your exec like to complete during this year 2020/2021? (e.g., training for certain software use.) A list of the sessions that we offer can be found on our website [here](#). Please also use the below to identify any training that we do not currently offer but that you feel you need.

N.B. The sessions in red are mandatory so please advise us of the name of the person from your group who will attend these sessions.

What training is needed?	Who needs to do this training?	What actions will you take / help do you need to achieve this?	When does this need to be completed by?
Finance Training	Treasurer	Make sure they are booked on and attend the SU Finance Training session	October 2020
GDPR DUO Training	Secretary	Provide the Opportunities Team with your CIS number to gain access to the course on DUO	October 2020
Health, Safety & Risk Management	Any exec member responsible for completing risk assessments for events / activities	Make sure they are booked on and attend the Health & Safety Training session	October 2020
Food Hygiene	All Exec	We need the course making available to us on DUO	October 2020
Events planning	Events Officer	Contact the Opportunities Team	October 2020

Section 2 - Grow

What are your group's objectives for the year? (e.g; grow your membership, running a successful campaign, win a national award etc.)

What is the objective?	What actions do you need to take to achieve this objective?	What (if any) resources do you need (e.g. People, money, space etc)	Committee member/s responsible	What date will this be achieved by?	How will you know if you achieved this?
Increase membership by 10%	Good engagement at Fresher's Fair.	Money for posters, treats.	All Exec	November 2020	Membership will have increased by 10%
Raise £200 for MIND	X10 Bake Sales this year.	Space, money for resources.	Events Officer	Year end 2020/1	£200 will have been raised and donated to MIND.
Increase knowledge of baking terminology and practice through a social media campaign	Get advice on successful campaigning methods, source information, design campaign materials.	Training/guidance, money for resources, communication/promotion support, student group collaboration.	Publicity Officer & Exec	Year end 2021	The campaign will have received a positive response from students on social media (measuring engagement). Durham students will have an increased knowledge of baking methods.

Section 3 - Innovate

Please outline your student group activities for the academic year in the calendar below, – include any regular and one-off events that you’re planning. Include dates of events where possible.

October	November	December	January	February	March	April	May	June
<i>FRESHERS FAIR 5th&6th</i> <i>AGM 23rd</i> <i>Halloween Bake Sale</i>	Bake Sale	Xmas Bake Sale	Bake Sale	Bake Sale Valentines Bake Sale	Bake Sale Bake Sale	Elections Bake Sale	Social media campaign ends Bake Sale	Handover

Which other groups could you/will you collaborate with & on what?

<i>Heads Up Durham – Mental Health Awareness Campaign</i>	Vegetarian & Vegan	Nightline						
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Name of Student Group:		Date Plan Completed:	
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Please send this document along with any queries to dsu.engagement@durham.ac.uk