The purpose of completing this development plan is to help your society achieve its objectives over the academic year. The committee is responsible for working together and ensuring this plan is completed and submitted to SU Activities for review and will be discussed in your committee development meetings.

In order to be eligible to apply for society stripes and for access to society grant funding this development plan **MUST** be completed.

|  |
| --- |
| **Society Name** |
| **Chair:** |  |
| **Vice Chair Communications:** |  |
| **Vice Chair Finance:** |  |

|  |
| --- |
| **Mission:** |
| **Society Aims:** |

|  |
| --- |
| **Communications and Social Media** |
| Image result for facebook logo**Facebook Page:** |  |
| Image result for twitter**Twitter:** |  |
| **Any other communication channels:** |  |

**SWOC ANALYSIS**

This section allows you to review how you feel about the society now at the time of taking over the committee.

* Strengths and weaknesses are both internal to the society and should be things the committee is good at and can look to improve/rectify on the previous year.
* Opportunities and challenges are outside of the society and the committee should look to take advantage of the opportunities and overcome the challenges.

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| --- | --- |
| **Strengths** | **Weaknesses** |
|  |  |
| **Opportunities** | **Challenges** |
|  |  |

**RECRUITMENT AND MARKETING**

As the committee it is your responsibility to ensure the society has 10 members thus allowing it to be eligible for grant funding support from the Students’ Union. You are also responsible for managing the society’s reputation across the University.

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| --- | --- |
| **How will the society recruit a minimum of 10 members?** |  |
| **How will the committee attract more members throughout the year?** |  |
| **How does the committee plan to keep members engaged?** |  |

**FINANCES**

The committee are responsible for overseeing society accounts, it is important that in line of the Students’ Unions charitable aims membership income is spent back on the society and grant funding is also spent in the year that it is applied for.

|  |  |
| --- | --- |
| **Income** | **£££** |
| Initial Deposit Account |  |
| Membership Fees |  |
| Grant Allocation |  |
| Other Income |  |
| TOTAL INCOME |  |
|  |  |
| **Expenditure** | **£££** |
| Equipment Costs |  |
| Transport Costs |  |
| Activity Costs (Entry fees, tickets etc) |  |
| Other Costs |  |
| TOTAL EXPENDITURE |  |
|  |  |
| **TOTAL EXPENDITURE** (Income minus expenditure) |  |

**SMART OBJECTIVES**

(Ensure all objectives adhere to SMART principle: Specific, Measurable, Agreed/Achievable, Realistic and Timeframe.)

* In terms of objectives it is important to consider what your society is hoping to achieve over the course of the year.
* Key things to consider are: Recruiting and maintaining members, events, trips, fundraising.

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| --- | --- | --- | --- |
| **Committee Objectives** | **Due Date** | **What’s next? What will be completed prior to your next review? Who is responsible?** | **Progress Made**(To be reviewed at Committee Development Meetings.) |
|  |  |  |  |
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**SOCIETY STRIPES**

Please outline which society stripes you will be looking to achieve and how?

Please refer to the society stripes training or contact the Activities Development Coordinator if unsure.

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| **Management:** Stripes in this category are; Management, Marketing, Finance, Partnership, Development and Competition. |
| **Social Impact:** Stripes in this category are; Campaigning, Sustainability, Community, Volunteering, Well-Being and Inclusion. |
| **Personal and Professional Development:** Stripes in this category are; Academic, Employability, Enterprise and Innovation.* Consider the personal development portfolio
 |

**ANNUAL AWARDS**

At the end of the year the Students’ Union runs an annual awards dinner for societies and all societies are eligible for awards including:

* Society of the Year, Best New Society, Most Improved Society, Enterprise Society of the Year and Society for Enhancing Employability.

More information on the Annual Awards Dinner can be found here: <https://www.tees-su.org.uk/get_involved/annualawardsdinner/>

Please outline if any award you would like to win and how you plan on achieving this:

|  |  |
| --- | --- |
| **Award** | **How the society hopes to win** |
|  |  |

**SUPPORT**

* What support can the SU provide in order to assist you with the objectives above?
* What skills knowledge or training could be given in order to assist you with achieving these objectives?

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**REVIEW**

Section to be completed in final review meeting.

Key things to consider:

* How did you feel the year went overall?
* What do you feel you could have done differently to improve upon the society next year and what advice would you offer the new committee?
* What could the SU have provided in order to assist you further?
* As a committee member what skills do you think you developed over the course of the year?

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| Activities Development Coordinator Feedback:  |

Please submit to Activities Development Coordinator via email: s.goodall@tees.ac.uk