



Societies' Training Policy

Nottingham Trent Students' Union

Governance, regulations and procedures for societies



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1 Definition

- 1.1 The purpose of this document is to outline the processes and procedures that should be applied to the training of all societies affiliated to Nottingham Trent Students' Union (NTSU).
- 1.2 A copy of this document will be available to any member of NTSU online at www.trentstudents.org or on request by emailing societies@su.ntu.ac.uk.

2 Changes to this document

- 2.1 No changes can be made to this document once approved as outlined in the Societies' Code of Practice. A new document will be presented to Societies' Assembly on an annual basis.

3 Training sessions

- 3.1 Committee members are required to attend society training sessions before engaging in society activity for the upcoming academic year. These sessions will be organised by NTSU and it is NTSU's responsibility to ensure that the content is up to date.
- 3.2 NTSU will arrange for training to be delivered at the end of term 3. Further sessions will be made available during the first term of the following academic year.
- 3.3 A society will not be allowed to begin its activity until the committee has completed the health and safety, finance, communication and democracy and governance training sessions.
 - 3.3.1 The committee is deemed to have completed the health and safety, communication and democracy and governance training sessions if the president and at least one other committee member have received all of these training sessions.
 - 3.3.2 The committee is deemed to have completed the finance training session if the president and treasurer have both received the training session.
- 3.4 Societies are encouraged to invite as many committee members as possible to training sessions to ensure that all committee members know the rules and regulations that societies must follow.
- 3.5 NTSU will ensure that wherever possible staff members or executive officers that have the 'Train The Trainer' qualification will deliver all sessions.

4 Non-attendance

- 4.1 NTSU reserves the right to prevent a society from engaging in activity and accessing society funds until the necessary training has been completed.
- 4.2 In exceptional circumstances the VP Activities can decide to allow a society to continue without the required training. The decision of VP Activities is final and cannot be appealed.

5 Rulings

- 5.1 Should any training matter arise not specified in this document a decision on a course of action will be decided by the VP Activities.
- 5.2 Should any matter in this document be subject to disagreement over interpretation the VP Activities will decide on the final course of action.