

Quick guide to running a successful club

Decide on how your club will run

Fill out the action planning template on the next page.

Things to consider include:

- What are your goals & aims? How many students would you like to be involved?
- What will the club offer students?
- When and where would you like to meet?
- How will students find out about the club? (promotional tips below)

Ways to promote your club

1. Online e.g.

- *SU website* – www.lmcsu.com/clubs setting up a club page with photos, news and information.
- *SU and LMC Facebook page* – www.facebook.com/LMCstudentsunion
- *Hub* – adverts and news articles.

2. Paper resources e.g.

- Posters and Flyers
- Include articles into the Report Magazine – contact Adele for info.

3. Stalls in college

- Putting together a display
- When/ where/ who will man it
- Having sign up sheets and flyers ready

Be Organised

- Keep an up-to-date list of interested students – with their contact details and availability.
- Contact interested students regularly to give them updates about meetings, opportunities and trips.
- Type up notes and actions from all meetings and post these online – so people are clear about what is happening and what they need to do.
- Celebrate successes – put photos on the SU photo gallery, promote what you do.

Involve and motivate your members

- Encourage involvement - Find out what you members are interested in and use their strengths – people are more likely to be involved if they are working on a project they enjoy.
- Thank people for their time and input.

Enjoy and good luck!

Action Plan

For tips on filling out the below see the next page

G – Goal

What do you want to achieve? (Make these SMART)

R – Reality

Where are you now?

Any challenges?

O – Opportunities

What could you do? List the different things you could do to achieve your goal.

1.

2.

3.

What else?

1.

2.

W – Way Forward

The first step is to :

Who will do this?

When will this be done by? (*date*)

What else needs to be done?

Actions

Who will do this

By when

Next Meeting – time, date & venue:

GOAL

Make them SMART – Specific, Measurable, Achievable, Realistic, Time Bound. Useful questions:

- What is your main aim?
- What things would you like to see as a result?
- What will it look like and feel like when you get there?

REALITY

Checking the current situation. Useful questions:

- What is happening at the moment?
- What are the challenges?
- What's missing that needs to be there?
- What's holding you back from sorting this out?
- Does it motivate you enough to do something about it?
- What resources do you have that you're not using?
- What are your strengths? How can you use them to help?
- What can you influence?

OPTIONS (or POSSIBILITIES)

Thinking about different options and strategies available. Useful questions:

- What could you do?
- What things have you seen other people do?
- What would a person you admire say?
- What else?
- Would you like some other ideas from the Students' Union?

WAY FORWARD

What, when, who – action planning. Useful questions:

- What is the first step you could make?
- How will you ensure this happens?
- Who else needs to know you are doing it?
- What support do you need?
- When will you do each action?
- When will you know you have achieved what you set out to do?