

MIDDLESEX UNIVERSITY  
STUDENTS UNION

MDX  
SU



# Student Group Leader Handbook



# Contents:

<b><u>3</u></b>	Welcome
<b><u>4</u></b>	Setting your society
<b><u>5</u></b>	Roles & Responsibilities
<b><u>6</u></b>	Requirements & expectations
<b><u>7</u></b>	Code of conduct
<b><u>8-9</u></b>	Building your society
<b><u>10</u></b>	Booking activity
<b><u>11</u></b>	Bids Grands & Finances
<b><u>12</u></b>	Tips for a smooth event
<b><u>13-15</u></b>	Legal Bits
<b><u>16-18</u></b>	Risk assessment guidance
<b><u>19-21</u></b>	Managing your social media
<b><u>22-23</u></b>	FAQs
<b><u>24</u></b>	Examples and ideas
<b><u>25</u></b>	Key contacts
<b><u>26</u></b>	Quick Find Forms

# Welcome!

3

Welcome to your student group handbook, this is a tool that you can refer to throughout the year to help you understand all the policies and processes involved in leading your society.

You are already part of the SU but taking the time to be a student leader means you have gone that step further to create meaningful experiences on campus.

## What is MDXSU?

We are a registered charity, 100% independent of Middlesex University

Led by students, for students, we are an organisation central to the university experience, we aim to support students in all aspects of life

**“We prioritise community building, working to make MDX an exciting, welcoming, and inclusive place for all students”**

That’s where you come in! The people that know their student communities the best are, of course, students. We need you to take the lead in creating unforgettable university experiences at MDX

# Setting up your society

IF YOU HAVE AN IDEA FOR A NEW SOCIETY  
WE'D LOVE TO HELP YOU GET SET UP, HERES  
HOW IT WORKS:

## 1. GATHER 3 COMMITTEE MEMBERS

You'll need 3 members in order to gain access to SU grants and funding we typically ask for committee chair, events officer and finance officer (you can run your society without 3 in your team however you will not have funding access

## 2. FILL OUT OUR NEW SOCS FORM



## 3. TRAINING

Once we receive your request we will send you mandatory training and ask you to submit a yearly plan & risk assessment when this is completed we will get you set up with admin access to the website

## 4. CREATE FIRST ACTIVITY

Once training is completed we give you access to the website to upload details of your society and and we will support you in completing your first society activity!

The SU will request a society Email as soon as possible - this is done through the university so there can be often be delays.

# Roles & Responsibilities

There are 3 core roles, but committees can choose to add more in line with their societies needs. Generally all committee members should be supporting each other to build community on campus. Roles we've seen in the past include social media officer, PR officers, campaigns officer, outreach lead, society secretary etc

## Committee Chair

- Acts as Main liaison between the SU and Society managing the majority of communications
- Representing society and SU both on and off campus
- Coordinating your team and working with the team to set up and run events for your society
- Ensure all committee members are up to date with student group training

## Finance Officer

- Work with SUs communities and finance team to accurately fund society events and activities
- Managing a budget that has been set by the SU & keeping track of spending
- Ensure all committee members understand the finance processes in the SU
- Working together with the committee to come up with innovative ways to finance society outside of the SU (fundraising, sponsorship etc)

## Events Officer

- Work closely with Finance coordinator to follow set budgets when planning society events
- Ensure regular activity and events are run to bring a sense of community through student groups, being sure to take into consideration a wide range of student needs
- Finding creative ways to collaborate and network with other societies and working together to create activity that appeals to a diverse range of students.

# Compulsory Requirements + Expectations

THERE ARE 4 THINGS WE REQUIRE FROM YOU BEFORE YOU START LEADING YOUR SOCIETY WITHOUT COMPLETING THESE YOU WILL NOT BE ABLE TO START YOUR ACTIVITY

- 1. YEARLY PLAN**  
Create a rough plan for your team for all potential events and activities you want to run throughout the year-submit this to the communities team
- 2. YEARLY RISK ASSESSMENT**  
Alongside your yearly plan, please risk assess the activity and events likely to take place with your society to ensure you're prepared for any hazards
- 3. PASS COMPULSORY TRAINING**  
Complete all E-learning/ in person training to ensure you understand the processes and what it takes to be a student group leader
- 4. READ THE CODE CONDUCT**  
Read through our code of conduct and ensure you are clear on our expectations of you as a student leader and representative of your society & SU

# Code of Conduct

## EXPECTATIONS

- Respect the rights, dignity and worth of all other students & society members regardless of sexuality, race, gender, age, sex, religion, cultural background, disability or any other protected characteristic
- Not behave in ways that is threatening, intimidating or aggressive to others (members, students, staff or public)
- Conduct themselves accordingly as representatives of their society, MDXSU and the University.
- Respect the spaces & resources provided by MDX/MDXSU

## ROLES AND RESPONSIBILITIES

- Facilitate and promote regular activity that appeals to the interests and needs of your society members and ensure safety through risk assessments
- Fulfil individual committee roles and responsibilities as outlined in the SGL handbook
- Maintain good & consistent communication with your committee, society members & MDXSU staff that is in line with GDPR policy
- Actively encourage new membership and build a safe community for MDX students
- Take financial responsibility for their student group spending, following the processes & procedures outlined in training & handbook.
- All financial administration should be done through MDXSU accounts, there should not be any external bank accounts to fund your society

## FAILURE TO COMPLY TO CODE OF CONDUCT

Failure to comply with the above may result in any of the following:

- Removal from the committee
- Block on spending for your student group
- Block on putting on activity
- Ban from using venues/ spaces
- Following MDX/MDXSUs misconduct procedure, serious breaches may lead to suspension/removal from your course

# Building Your Society

## MEMBERSHIP

It is important to build up society membership and grow your community , you can do this by

- Remaining consistent and having smaller regular gatherings (weekly or fortnightly)
- Ensuring you engage the needs of your committee asking for feedback and suggestions is a great way to do this
- make sure you encourage sign ups through the website, we will run regular competitions where you can win funding for your next activity!

## PROMOTING YOUR SOCIETY

You will need to boost awareness of your society, and create a space where you can promote your events and engage your community

- set up your social media pages(remember to keep your passwords safe so you can share them with the next group leaders and avoid using personal emails)
- complete dashboard training to ensure your society is set up on our society page, and any events can be promoted through the website.
- if you have any upcoming events be sure to DM MDXSUs social media pages for further promotion
- We will be doing a spotlight on specific student groups throughout the year to help raise awareness and boost your engagement



# Building Your Society

## FINANCES

We want to encourage students to fundraise for their student groups, in order to use for events and activities you can do this by:

- **Charging for membership-** you can charge students a small fee to become a member of your society. If you are making students part with their money, make sure that you remain active and provide plenty of engagement opportunities throughout the year,
- **Ticket your events:** charging a small fee for your activities is a great way to get some money in the pot for your society
- **Fundraising:** running a bake sale etc is another creative way you can raise funds for your society. Just make sure you are telling students where their money is going!

# Booking Activities

**Remember, there are no last minute changes, so plan well!**

1. Fill out student led activity form online
2. Students receive an email of receipt
3. Career staff will review and confirm finances for your event
4. Student staff member will be assigned and take lead on supporting with event logistics
5. If the event has any external speakers checks will need to take place and confirmed with the university before event can go ahead
6. If the event is deemed big or high risk, you will meet with supporting staff to finalise details and create an event pack.

**Events booking  
form here**

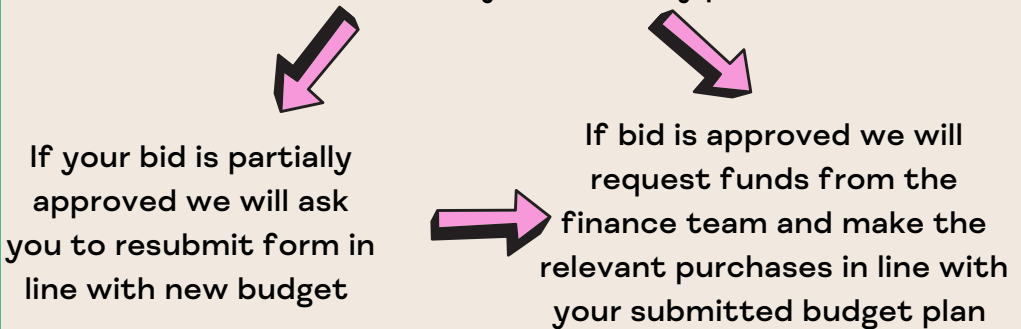


# Bids, Grants & finances

11

All finances will start with you requesting the money through the events booking form. There is a section to attach a budget spreadsheet, where you'll need to outline how much you're requesting & what for. Societies finances are always done through MDXSU accounts NOT personal accounts.

Career Staff will look over your bid and decide how much to approve- Decisions are based on budget and maintaining a fair distribution of funds amongst societies. Remember too take into account delivery fees for any purchases!



## Invoices

If an external organisation are providing you a service they will need to send an invoice directly to the MDXSU finance team

## Expenses

If you are expensing you will need to log expense form online with your receipt- Please do not expense if you haven't had this approved

Both expenses & invoices will need 2 committee members to approve payment. Approvals for expenses are done within the online form

Once we have 2 approvals the receipt/ invoice we will send to the finance team & add to the next payment run which happens twice per month, on the 15<sup>th</sup> & and the 30<sup>th</sup> / 31<sup>st</sup> of the month

Please try to submit all the necessary details 5 days prior. to ensure payment on the closest date

# How To Ensure Your Event Runs Smoothly

1. Plan with your team first and understand who the event is for and why the event is important
2. plan ahead:
  - Larger + Partner venues (the quad, the grove, the Claddagh ring & the greyhound etc) will need 6- 8 weeks notice.
  - Any event with an external speaker needs 4 weeks
  - MDX house needs 4 weeks Minimum
  - Smaller venues e.g. classrooms need 2 weeks
3. fill out the form with all details to avoid delays, including your budgeting form - don't forget delivery fees
4. Events and activities are only booked & processed through the form
5. Review your event at the end so you know what to improve on, evaluation also helps us get more opportunities for your society & as a student leader

Evaluation form  
can be found  
here:



# Important Legal Bits

THERE ARE A FEW POLICIES AND PROCEDURES THAT WE ARE LEGALLY OBLIGED TO FOLLOW AT THE SU TO STAY COMPLIANT.

## GDPR

- The General Data Protection Regulation, is a regulation that governs the way personal data is collected, stored, and used in the UK and EU.
- It's important because it protects the privacy rights of individuals and ensures that organisations like ours handle data responsibly
- In practice this looks like: not sharing students details without consent, inviting students to sign up to any group chats through a link independently, rather than adding them automatically.
- If you are unsure whether something is a breach of GDPR, refer to training or contact staff

## CHARITY LAW

- Whilst MDXSU cannot fundraise for an external charity, student groups can, but in order for fundraising to be covered by our insurance and to ensure they meet legal requirements they must get SU approval prior to fundraising taking place
- Student groups should liaise with the charity they are fundraising for, in advance of any activity. If a student group doesn't inform the charity they are fundraising for in advance, they must ensure that they use the phrase 'in aid of' in any fundraising communications.
- Any fundraising activity by a student group must make clear the charity for which they are raising funds, and funds can only be donated to a charity with a UK Charity Number and is listed on the Charity Commission website
- You can fundraise by: advertising an official payment link from the charity on any stalls, borrow a card reader from the Charity directly or from the SU. Raise money via ticket sales though it will be taxed through our website.
- With whatever route you go down, you must make it clear where the money is going in your communications with donators.

# Legal Bits: Ext Speakers

## Why This Policy Exists

- We want to protect freedom of speech, while also making sure our student community feels safe and respected. That means preventing hate speech, harassment or anything that could harm others.

## What You Need to Do as a Student Leader

- Let us know at least 28 days before your event if you plan to invite an external speaker.
- We'll carry out checks and send details to the university for approval if needed.
- Make sure your speaker:
  - Doesn't promote hate, violence, or break the law
  - Doesn't support terrorism or extremist groups
  - Doesn't spread hate or intolerance

## What Happens If a Speaker Is High-Risk?

- If a speaker is flagged as high-risk, it goes to the External speakers approval panel. They can, approve the request reject request (appeal allowed) or they might add mandatory conditions that cannot be appealed, such as:
  - Having the event recorded
  - Having staff or security attend
  - Making the event open to all students (not just society members)
  - Including time for debate or questions
  - Sending a copy of the speaker's speech in advance
  - These steps help keep events safe, respectful and within university guidelines.

## Breaches

- Any breaches could lead to the event being cancelled
- Disciplinary action may be taken for student leaders responsible for activity & speaker
- Extreme cases could be referred to the police.

# Legal Bits: Risk Assessments

To ensure all student-led activities and events are safe, inclusive, and legally compliant, every student-led activity must be risk assessed before it takes place. This helps to prevent harm to participants, protect student leaders, and support the smooth running of activities.

- At the start of the year we will ask you to complete a yearly risk assessment alongside your annual plan signed off by the SU here you will highlight the risks and mitigations for any events that will take place through out the year,
- If there are any activities, not highlighted in your yearly risk assessment we will ask you to do a top up assessment, outlining any potential risks.
- Activities cannot go ahead without a valid risk assessment
- There is risk assessment training and also examples at the end of this handbook. this will help you to complete your risk assessments

Student leaders are fully responsible for identifying and managing risks associated with their events or activities.

- You must ensure that:
- The activity is safe and accessible
- Risks are identified and reduced where possible
- Any necessary control measures (e.g., supervision, equipment checks, venue access) are in place

If an event goes ahead without a valid risk assessment, or risks are not followed or managed appropriately:

- The student leader(s) involved may be subject to disciplinary action under MDXSU or University procedures.
- This may include temporary suspension of group activity, personal sanctions, or loss of access to union resources.

# Risk Assessment Guidance

Step 1: Identify your activity for the year using the annual plan

Step 2: use the hazard checklist to help identify potential hazards for your event, though there are lots of hazards on the checklist, there may be some missing ones so you can add them on should you need

Step 3: add each hazard in to the correct box on the Risk assessment table

Step 4: fill out the risk assessment with potential hazards & who is at risk, Control measures that you can put in place, who is responsible for the control level, and the risk level

Step 5: submit to communities' team to keep on file for the year

If there are any changes to your event, for example you do a themed club night that now involves paint, you will need to add this in and resubmit. The communities team will prompt you if we think something has not been considered.

You will be able to download a Risk assessment pack from the committee hub on the MDXSU website which includes a checklist of some potential hazards, a Risk assessment template and Risk assessment example



# Risk Assessment Guidance

Term	Definition	Example
Hazard	Something with the potential to cause harm	Wet floor
Risk	The chance that harm will occur, and how bad it could be	Someone slipping and injuring themselves
Risk Level	This is a number or level to identify the severity of the risk. We often measure by understanding the Likelihood of a risk and severity of risk	<p><b>Low</b> = unlikely to happen and it would cause little to no damage, injury or harm if it did.</p> <p><b>Medium</b> = a chance it could happen, and it would cause noticeable damage illness, or harm if it did.</p> <p><b>High</b> = very likely to happen and it would cause serious damage, illness or harm if it did</p>
Control	Steps taken to reduce the likelihood of harm occurring, minimise severity of harm if it does occur or even eliminate harm where possible	Ensure any spillages have a wet floor sign placed as soon as possible

# What does a Risk Assessment look like?

Name of event	<b>Crafternoons</b>
Brief description of your event	Craft activities for students
Who will be attending	MDX Students & staff
Who was the risk assessment completed by & what Society	John from events society
Date of completion	10/07/2025
Date of review	

Risk	What is the risk & Who is at risk?	Control measures	Who is responsible	What is the risk Level?
Paints (acrylic, watercolour, oil-based, etc.)	Students & facilitators Skin irritation, allergic reactions, ingestion, inhalation of fumes (oil-based paints)	Use non-toxic paints, provide gloves if needed, ensure proper ventilation (activity to be done near the door) Check for attendee allergies  Ensure first aid kit is available, and first aid trained staff are available	MDXSU staff & facilitators	Low
Clay (air-dry, polymer, kiln-fired)	Students & facilitators Dust inhalation, skin irritation, ingestion (accidental)	Provide non-toxic, clay; wash hands after handling; no food/drink near workstations check for allergies  Ensure first aid kit is available, and first aid trained staff are available	MDXSU staff & facilitators	Low
Scissors (blunt and sharp)	Students & facilitators Cuts, puncture wounds	Supervise use  Ensure first aid kit is available, and first aid trained staff are available	MDXSU staff & facilitators MDXSU staff & facilitators	Low
Pallet Knives / clay knives/ tools	Students & facilitators Cuts, accidental punctures, misuse	Supervise use; store safely when not in use; provide instructions on safe handling  Ensure first aid kit is available, and first aid trained staff are available	MDXSU staff & facilitators	Low
Knitting Needles & Crochet Hooks	Students & facilitators Puncture wounds, eye injuries	Use plastic or blunt-ended needles for beginners; ensure proper handling provide demonstrations  Ensure first aid kit is available, and first aid trained staff are available	MDXSU staff & facilitators	low
Acrylic Pens	Students & facilitators, inhalation of fumes (permanent markers),	If Use water-based acrylic pens; avoid solvent-based markers; proper ventilation (situate activity near the door)  Ensure first aid kit is available, and first aid trained staff are available	MDXSU staff & facilitators	low

## Setting up your page

- Have a read through Middlesex Universities social media policy for guidance
- Inform us If you're setting up a new page and share details with us using the yearly plan
- Share your login details with the SU we keep them on record ready for handing over to new committee members
- Your account should always make it obvious that you're representing a student group — not the University itself

**Do:** Use names like “Middlesex Dance Society” or “MDX Law Students”. Clearly state in your bio that this is a student-run account

**Don't:** Use names like “Middlesex University” or anything that implies you're an official university channel

## Maintaining your page

As a student leader, your voice carries influence and reflects your society & wider MDX student communities values. Your social media content should promote respect, accuracy, inclusion, and student safety.

- Make a plan or schedule for regular posts
- Understand what you want to achieve with your account (promoting events, building community or showcasing work)
- Use inclusive language that respects all genders, identities, races, religions and backgrounds
- Avoid offensive jokes, slurs, or anything that could be seen as discriminatory
- Use image descriptions (alt text) and captions to make your posts accessible
- Respond to DMs and comments respectfully and professionally

## Handling sensitive topics

When broaching topics such as international conflicts, political issues or sensitive societal debates, they require extra care.

Here's how to approach them:

### Dos

- Acknowledge the human impact experienced by different individuals or groups.
- Frame your posts around compassion, understanding, and respectful dialogue.
- Encourage informed and respectful discussion, not division.
- Signpost to relevant student support services and wellbeing resources.
- Consider timing—avoid posting during sensitive moments without proper context.
- Be Inclusive: Acknowledge the complexity of conflicts and the diversity of views and experiences among students.

### Dont's

- Spreading unverified information or emotionally charged content without context.
- Sharing posts that could be interpreted as hateful, biased or inflammatory.
- Generalising or stereotyping individuals or communities.
- Making absolute claims about complex or controversial topics.

## Sharing 3<sup>rd</sup> party content

- Research the source.
- Clarify your intent.
- Avoid graphic or hateful content

If your account is no longer active remember to put this in your bio “this account is no longer in use follow @mdxsu for more details” or consider deleting the account completely

# Social media checklist:

Before you post or repost anything, consider the points below

Is it factual and from a trusted source?

☐

Is the tone respectful and inclusive?

☐

Have I used a content warning, if needed?

☐

Am I speaking personally or on behalf of my society/role?

☐

Have I considered the potential impact on the student community?

☐

Do you have permission to post images from students etc?

☐

Have a look at some of the common queries we get throughout the year

## **WHAT IF A COMMITTEE MEMBER WANTS TO STEP DOWN?**

Drop an email to the communities team and they will be able to support you with this/ remove you from any Student leader mailing lists. One thing to remember is that you need a minimum committee of 3 to be able to have access to SU funds (bidding & expensing)

## **I AM NOT GETTING ALONG WITH MY COMMITTEE WHAT SHOULD I DO?**

Send an email to the team, depending on the situation we will try to mediate to see if we can resolve any issues. We cannot remove committee members unless there is a clear breach of conduct- If there are clear breaches of code of conduct we will investigate and act accordingly. Do not remove members without discussion first

## **SOMEONE ELSE WANTS TO JOIN MY COMMITTEE WHAT SHOULD I DO?**

We are all for engagement and we want to build as many great student leaders as possible- if there are any changes to your committee please keep us updated and ensure all committee members have completed training

## **I WANT TO COLLABORATE WITH OTHER SOCIETIES HOW DO I DO THIS?**

We have a student leader whatsapp community where you can ask for support from other student leaders and collaborate. If the other society are happy to do so we can share their details. Look out for our networking sessions throughout the year!

# FAQS

Have a look at some of the common queries we get throughout the year

## **I NEED A ROOM IN 2 DAYS TIME CAN YOU MAKE SURE THIS HAPPENS?**

No, Please make sure you're booking your spaces well in advance 2 weeks for classrooms, 4 for MDX house, 6-8 for other large spaces

## **ARE YOU ABLE TO GIVE US MORE MONEY FOR OUR EVENT?**

Unfortunately not- once we have reviewed your bidding request and let you know of the outcome that is our final decision- you can fundraise to increase your funds.

## **I WOULD LIKE TO HAVE ALCOHOL AT MY EVENT HOW DO I DO THIS?**

We can request that the university open the pop up bar at your event this is mainly for MDX house- you will have to meet a minimum bar spend. If you dont reach this then the money will be taken from your soc pot. We cannot accept bids for Alcohol directly

## **I HAVENT HAD ANY UPDATES ON MY EVENT OR ROOM BOOKING OR EXPENSE CLAIM?**

If its been over 5 working days with no response- please send us another email so we can look in to this for you.

## **I WANT TO EXPENSE THESE ITEMS I BOUGHT FOR AN EVENT?**

If it isn't in your booking form we will not be expensing your purchases- please do not submit any expenses that have not been approved by us first

# Struggling with ideas?

24

Meet &  
Greet

Games  
Night

Talent  
Show

Coffee  
Morning

Open Mic  
Nights

Sip &  
Paint

Debate  
Evening

Potluck  
Dinner

Themed  
party

Murder  
Mystery

Volunteering  
days

Day  
Trips

Scavenger  
Hunt





# Contact List:

25

## GENERAL MDXSU CONTACT:

Mdxsu@mdx.ac.uk

## SOCIETIES CONTACT:

Societies@mdx.ac.uk

## STUDENT VOICE:

Studentvoice@mdx.ac.uk

## MDXSU ADVICE:

Studentadvice@mdx.ac.uk

## COMMS & MARKETING:

Z.irategeka@mdx.ac.uk

if you need help from our  
advice team fill out the  
consent form first



## SECURITY EMERGENCY

02084116200

## SECURITY NON-EMERGENCY

02084114329

## UNI RECEPTION DESK

02084115000 (available till 6pm)

# Quick Find:

## New Society Form

Use this form to start  
a new society



## Events Booking Form

Use this form to book all your events-  
whether they're online, on campus, off  
campus



## Expense Form

Use this form to send us your  
expenses to be processed- try to  
send this by the 5 working days before  
each pay day (15<sup>th</sup> & 30<sup>th</sup>/31<sup>st</sup>)



## Suggestions Form

Have you got a suggestion for the  
SU? whether its with or without  
your society? send it through here



## Events Evaluation form

Use this form to reflect on you  
society activity and let us know  
how you did





Middlesex University Students Union  
Middlesex University  
MDX House Basement  
The Burroughs  
NW4 4BT

<https://www.mdxsu.com/student-groups>