**Societies Working Group Representative (SWG)**

**Who are the society working group?**

The Society Working Group (SWG) is a group of 5 elected students that are responsible for representing all societies within the Union of Kingston Students. SWG collectively represent over 4000 society members and roughly 500 committee members within 5 subgroups. Their role ensures that society wide decisions are made directly by society members and that societies are developing and improving year on year. In the first SWG meeting, one of the 5 representatives will be elected as the chair of the group.

In recognition of the five subgroups of Societies the 5 positions are:

* 1. Faith group representative
	2. Academic group representative
	3. Liberation and campaigns group representative
	4. Cultural group representative
	5. Arts and activities group representative

**How do you get elected?**

Any society committee member can run in the elections with elections taking place in the Societies AGM in September.

You will be asked to make a 2 minute speech on why you would like the role, what you would change for societies in that subgroup and your own society experiences.

AGM attendees will then cast their vote on paper slips and these will be counted to provide the result by majority.

**What does the role entail?**

**Individual Responsibilities:**

* Each representative will be able to voice the concerns of and promote the interests of their selected group.
* Work alongside the elected student officer for activities to make change, improve society life and lobby the university on things you would like to see done differently.
* To encourage societies to get involved in the union initiatives throughout the year.
* Communication is expected with your subgroup on a regular basis. This is to include advertising their successes. This may done through fortnightly email updates, drop in sessions, newsletters, blogs, social media etc.
* You will be expected to attend some society events within your subgroup and maintain a good relationship with their committee members.
* To contribute to the various elements of Union activities to help run events such as Global Festival and Society Awards.
* To be responsible for the allocation of society funding applications in monthly meetings.
* To work with all members of the union to increase awareness of societies and their activities around campus and to university staff.
* You will be expected to work with the rest of SWG to ensure that it is constantly working towards improving the reputation and performance of Kingston University Union society community.
* To represent the interests of Kingston University Union society community.
* To promote society excellence within society groups at Kingston:
* To bring up instances of committee and member society excellence to the rest of SWG

**Responsibilities exclusive to SWG Chair role:**

* Chair the SWG meetings on a monthly basis
* Act as a support mechanism to other SWG representatives throughout the SWG meetings
* Is a member of and has voting right of the Society Awards Committee
* Attends Union Exec Meetings as the Societies representative.
* In the instance of a tie vote, the chair will have the casting vote.
* Ensuring that all decisions made by SWG are communicated to the trustee board to be ratified in full.

**Training & Support**

Depending on your subgroup, you may have other responsibilities such as the Faith representative will be expected to attend monthly faith network meetings and develop a good working relationship with the faith advisor. These additional duties will be explained at the start of the SWG term through training. Training will include how to write a motion/paper for the Union AGM, how to allocate funding, how to advertise and market societies, key event briefs etc. Once training has taken place you will receive support from the societies coordinator, Ellen, and the elected lead on student activities, Elliot.

Elliot will update SWG at the beginning of each monthly meeting with what he has been working on and Ellen will act in an advisory/support role in all meetings.

**Training & Support**

Complete a nomination form and email back to societies@kingston.ac.uk before the Societies AGM, where the election will take place. Please ensure you are available to attend as it is proven that candidates that read their speech in person are more likely to be elected.