



Afrinspire Student Society

Guide for the President

Dear President,

Welcome to the Afrinspire Student Society! This guide is here to make your job as simple as possible. You may have lots of your own ideas, which is great, but here are just some helpful tips and thoughts to get you going.

The Committee

Your committee will essentially be made up of two different sets of positions; the **administrative positions** (secretary and treasurer) and the **action positions** (fundraising officer, events officer and volunteer co-ordinator). The action positions are in the main more demanding, and you may wish to ask the administrative positions to take on small parts of the event organisation if any of your events-organisers seem a little overwhelmed. In addition there are a significant number of students who may be keen to help you out on one-off occasions, due to having been on a trip with Afrinspire or worked with them in the past; you will have a mailing list of these.

We suggest that you initially try to hold 4 meetings a term at a time that suits you, and that these meetings are largely to plan the next events.

Liasing with Afrinspire

Ian Sanderson is the founder and chairperson of the UK registered charity, Afrinspire. The Afrinspire Student Society exists to support the activities and efforts of Afrinspire and to provide a link between students and Afrinspire's work. It is important that the two entities work efficiently together and that the student society doesn't misuse Afrinspire's name. You, as the President of the Afrinspire Student Society, are responsible for liasing with Ian as you consider appropriate; Ian wants to be kept informed of your progress, but is clearly very busy so doesn't want to get bogged down in the nitty-gritty day-to-day life of the society.

Please note, however, that Ian must be contacted before:

- *Afrinspire's Charity Number is used in any correspondence or for any other purpose.* (N.B. it is illegal to use this number without permission, or for any purpose other to state Afrinspire SS's association to Afrinspire – note that it is NOT the student society's own charity number!)
- *Organising any event* (See *Events Sheet* as Ian needs a brief overview of the idea, the possible date, the number of people likely to attend and a brief budget.)
- *Sending out new or potentially controversial correspondence* (this is simply in order to prevent confusion; for example Ian may already be in contact with the individual/organisation concerned.)
- *Making any claims about any services/events Afrinspire may be able to provide.*

As the president, Ian will also welcome your support in representing Afrinspire to external bodies, such as the Societies Syndicate (where necessary), the Humanitarian centre, the Hub, Medsin and CUID etc, and at events such International Development Conference.

Events

As president, you will aim to oversee all of Afrinspire's events for the year. These can be broken down into 5 main categories:

1) Starting-up Events

As most of the committee is unlikely to have been elected at the very start of the year, you may largely have to oversee the initiation of these three events, aided by Ian and his Interns. They have already planned much of each of these events. There are essentially three of these: 1) the Fresher's Fair, 2) The Fresher's Squash, 3) Training the Volunteers for Schools.

The Fresher's Fair: the stall is booked and materials for it are currently being created. Your job will be to set the stall up and ensure there is a rota for it on the day.

The Fresher's Squash: The first event is critical to gain Afrinspire members and supporters, and it has now been booked for 7.30 – 9pm in the Boy Smith's Room, St John's College. A short (10-15mins) initial presentation about what Afrinspire is and does has been prepared. You may wish to invite some students who have already been on a trip to give a short 5 – 10 min presentation. Then the event can move onto a "scenario" based discussion (already prepared), in which Ian will present three real life cases asking for support, and the audience have to think through which group to support in a discussion-forum lay-out. This will then be the same format taken into schools in the local area, so students who attend this event can be asked if they'd like to get involved in the volunteering in schools. The event should ideally also involve food.

The First Training Session: This session is to train 6 -8 volunteers to go into schools with Ian and should ideally be held about 3 weeks into term (when a **volunteering co-ordinator**) should hopefully have been elected. Publicity of the opportunity before this point will clearly be essential.

2) Fundraising Events

These will be overseen by your **fundraising officer** who has a separate guide giving lots of ideas for events and suggestions about how to implement them. They will ideally hold 4 events over the year (2 in each term), and aim to raise around £300 at each.

3) Educational Events for Students

These will be seen by your **events officer** who has a separate guide giving lots of ideas for events and suggestions about how to implement them. They will ideally hold 4 events over the year (2 in each term).

4) Educational Events for Schools (Volunteering)

This will be overseen by the **volunteering co-ordinator** who has a separate guide. If in place they will assist you in holding the squash, and then in the initial training session. The plan is to find around 6 - 8 volunteers who would be keen to help Ian go into local schools on 4 occasions in the next year and present real-life scenarios from his work in an effort to get the students (Year 10 – 13) to think about development. The volunteers and Ian will work through the set-up as training, and then they will sign up to help on as many of the 4 occasions as they can. They will be given certificates to show that they have trained and presented.

5) One-off Events

These should again be overseen by the **volunteering co-ordinator**, although you may wish to distribute the work around other members of the committee if these come at unexpected times. This sort of event is largely likely to be generated by being offered the chance to hold a stall about Afrinspire's work. This is the sort of event your "action team" mailing list might help with. So far there are four of these we expect may well arise:

- 1) the Hub's Refresher's Tea Party – a fresher's fair only for charitable groups. A great chance to hold a stall for 2 hours and gain lots more members! Usually occurs 2 – 3 weeks into term.
- 2) the Medsin Project's fair – an opportunity for Afrinspire to publicise its annual trip. Usually occurs at the end of Michaelmas term.
- 3) The International Development Conference – a day conference run twice a year by the humanitarian centre. Afrinspire is often invited to hold a stall.
- 4) Michaelmas Exhibition Centre – has offered Afrinspire the opportunity to have a display one Saturday morning, probably in November.

Whilst this may sound like a lot of work initially, in practise each of your officers should have a month to plan each event. Additionally, Afrinspire is very keen to collaborate with other societies and co-host events or share publicity, which should significantly reduce the workload for your committee. Examples of societies that might be keen to co-host with you include **CUID** (the president, Richard, is connected to Afrinspire), **Medsin** (but your event would usually need to have a slight focus upon health) and the **HUB**, which hosts a series of talks held at the same place and same time each week, but by different societies, on a topic you can choose, and will publicise it for you. **SCA** will be happy to help you with the volunteering publicity. If you consider that Medsin may co-host a fundraising event, CUID and the HUB may co-host an educational event each, and SCA may assist with the volunteering, it all starts to seem a lot more feasible. See the *Liason List* document for more information.