

Contact Details

Should you wish to contact us (and we do hope that you will keep in touch), here is all the information you might need.

Our postal address

Sheffield Hallam Students Union
The HUBS
Paternoster Row
Sheffield
S1 2QQ

Key people you may wish to contact

Helen Francis - Activities Officer
Telephone: 0114 225 6172
Email: uusactivities@shu.ac.uk

Kat Palmer - Societies Rep
Email: uussocs@my.shu.ac.uk

Deborah Berman - Activities and Societies Coordinator
Telephone: 0114 225 4785
Email: d.berman@shu.ac.uk

Other useful contacts

President – Jake Kitchiner
uuspresident@shu.ac.uk

Democracy & Communications Officer – Helen Bodsworth
uusdemocracy@shu.ac.uk

Education Officer – Scott Storey
useducation@shu.ac.uk

Welfare & Community Officer – Carl Hawkes
uuswelfare@shu.ac.uk

Sports Officer– Colan Leung
uussport@shu.ac.uk

HUBS Reception: 0114 225 4111

Finance: 0114 225 4142

Contacting You

Hallam Union will need to contact you from time to time during the academic year. There are several ways this will happen:

E-mail

This will be our primary method of communicating with you. However, it is worth letting us know a current contact number for you as well in case we need to contact you more urgently.

All society committee members will be added to a mailing list held by the Activities and Societies Coordinator. This list will only be used for matters concerning your society, general meetings and society news.

Website

Information will be posted on the Societies section of the Union website. Point your browser to www.hallamunion.org/societies.

Societies Post

We will leave any post (including posters/flyers that we print for you) for you in your society pigeon hole. These can be found in the Activities Pod Resources Room in the Hubs. We will not open your post for you, so please check your pigeon hole regularly.

Use of Personal Information

We will never give personal information to anyone outside of Sheffield Hallam University. If someone wants to contact your society, we may give them an email address for the committee. Where possible this will be the generic society email or a committee member's SHU email address, rather than a personal email. We will never give out phone numbers for these queries.

A contact email address will be put on your society's page on the Hallam Union website. Where possible this will be a generic society email address or the society president's SHU email address. If neither of these is available, we will use the most appropriate email address supplied to us. This is to enable prospective members to contact the society for more information.

If you have any questions about the use of your personal information, or you would like to change the information we use, please contact us.

Union Structure

Societies are a big part of life at Hallam, and fit in with the democratic structure of the organisation.

Society members feed up to their Society Committees (you), who are in turn represented on the Societies Standing Committee. The standing committee feed up to the Officer Committee via the Activities Officer. Two representatives from the standing committee also sit on Union Council.

Societies Standing Committee

The Societies Standing Committee is one of the Unions many standing committees. The eight positions are elected during the AGM of each year for a term of 12 months.

Their responsibilities include

- Allocating funds to ratified societies within the Union
- Advising on society matters to the Union Council and Officer Committee
- Ensuring that all equipment is properly maintained and kept secure
- Assisting the Activities Officer and Societies Rep in their duties

The Committee will oversee all jobs and projects, and committee members will be expected to work alongside the Activities Officer and Societies Rep, with support from the Activities and Societies Coordinator. Information about the different positions, and this year's committee can be found on the website, www.hallamunion.org/societies and click on Societies Committee.

Activities Officer and Societies Rep

The Activities Officer is here to represent societies and other student activities at Hallam. A big part of the Officer's role is to develop existing societies and to assist new ones in setting up. The role includes attending Officer meetings, Union Council and other relevant meetings that concern societies. If you have any issues that you want to raise at the highest level of the Union then speak to your Activities Officer.

Supporting the Activities Officer is a part time Societies Rep, who's role is to develop existing societies and support the establishment of new societies. They are also a key point of contact for any issues relating to societies.

Both roles are elected during the Union elections in March, and if you are interested in nominating yourself for a role, please speak to your Activities Officer or your Societies Rep to find out more.

Union Council

Union Council is made up of the Union Officers, Union Reps and representatives from each standing committee or representative group (including forums and liberation groups). Important decisions are made at Union Council meetings, which enables your views to be represented by the Societies Standing Committee representatives, the Societies Rep and the Activities Officer.

Activities Pod

The Activities Pod is like a home for societies, where you will find the Activities and Societies Coordinator and lots of useful information and resources for you to use:

Office Equipment

Societies have access to a phone to help their society run smoothly, this can be found in the Resources Room towards the back of the Activities Pod. Hallam Union can offer free internal phone calls to anywhere in the University. We also have a guillotine, laminator and a photocopier. These are kept in a staff only area, so please ask a member of staff if you would like to use any of these.

Laptops can be borrowed for use in the Hubs, just ask at reception. WiFi is available throughout the building, so you can use your own laptops as well.

We do charge for printing and photocopying, although we hope you will agree that the costs are reasonable:

Up to 200 A4 and 100 A3 black and white copies are free of charge
Any additional black and white copies are charged at 0.5p for A4 and 1p for A3
All colour copies are charged at 4p for A4 and 8p for A3

Meeting Space

There is plenty of space available in the Hubs for meetings: tables in the Activities Pod, the Fishbowl meeting room, and the Boardroom. The tables in the Activities Pod do not have to be booked, although it is possible to reserve them. All other room bookings require a Hubs room booking form to be given to the Activities and Societies Coordinator.

Society Post

Many societies get sent post from outside organisations, any post that we get will be put in the society pigeon holes—in the Activities Pod Resources Room. Also if you need to get anything posted to the Union the address can be found on the Contact Details page. It is your responsibility to check your pigeon hole, we will not open your post for you.

You can also have anything posted to Hallam Union or the University through the internal post system. Just address the envelope to the person who is receiving the letter, with the room, building and campus at which they are based. Internal mail does not take longer than a couple of working days and letters/forms can be left with any union office, university reception, library etc to be posted.

Essential Forms

Most forms that you will need throughout the year can all be found in the Activities Pod Resources Room. This may be room booking forms, trip registration forms and risk assessments etc. Help yourself to the forms whenever you need them. They can also be found on the website.

Anything Else?

If there is anything else that you need, or that you think would be useful for running societies, please let us know.

Get Trained!

We are proud of all the work that our volunteers do, and we aim to support you all as much as we can. We have devised a programme of training sessions and workshops to help you fulfil your role. The most up to date programme can be found on the Hallam Union website, just visit www.hallamunion.org/training.

Workshops and sessions on offer include:

- Autism awareness
- Careers
- Confidentiality and listening skills
- Disability equality
- Engaging children
- Engaging young people
- Event management
- Fundraising
- Hallam Award training
- Illustrator 101
- InDesign 101
- Managing challenging behaviour
- Meeting skills
- Photoshop 101
- Project planning
- Public speaking and presentation skills
- Publicity and marketing
- Recruitment and retention
- Safeguarding
- Working with older people

We don't expect every training session to be applicable to every volunteer, so if you think something could be useful to you in your role, or you just want an opportunity for personal development, then take a look at the website and sign up for a session.

All these training sessions can count towards your Hallam Award.

hallam  award