

WSU TeamWorc Council

Monday 17/04/2023 at 13:30 (EE G087)

Staff in attendance: Meg Lee (ML), Sophie Smith (SS), and Hannah Heskin (HH)

Clubs in attendance: Aerial Fitness, American Football, Athletics, Cheerleading, Men's Hockey, Paddlesport & Surf, Women's Cricket, Women's Football, Women's Futsal, and Women's Hockey.

Clubs not in attendance: Badminton, Boxing, Climbing & Mountaineering, Equestrian, Esports, Fencing, Handball, Lacrosse, Men's Basketball, Men's Cricket, Men's Football, Men's Futsal, Men's Rugby, Netball, Swimming, Tennis, Trampolining, Ultimate Frisbee, Volleyball, Wheelchair Basketball, Women's Rugby, WorcHike, WorcSnow, and Yoga.

Societies in attendance: Anime & Manga, Biology, Creative Writing, Knit N Natter, LOCO Show Co, Nigerian, Paramedics, Poetry, Psychology, and Spotlight.

Societies not in attendance: African & Caribbean, Allotment & Gardening, Asian, Biomedical Society, Book Club, Boardgame, Business, Chess, Christian Union, Cosy Soc, Criminology, Debate, Dungeons & Dragons, Education Enhancement, Film, Geography, K-Pop, Law, Marvel & DC, Midwifery, Mindfulness, Nature, and Nursing & Associates.

Apologies: Archery, Dance, Social Sports, and Women's Basketball.

Agenda Items

1. Welcome and Introductions

- ML welcomed all members to the fourth TeamWorc Council of 2022-23, and introduced the agenda
- Attendance and apologies are listed above

2. Approval of Minutes of Previous Meeting

- TeamWorc Council Meeting minutes from 31st January 2023 were unanimously approved

3. Actions from Previous Meeting

- No actions raised in previous meeting

Reporting Items

4. Officer Updates

- ML discussed a few updates surrounding:
 - Varsity score
 - Worc Star - reminder to nominate throughout Semester 2
 - Battle of the Socs update
 - Celebration Week Summer Ball Update & TeamWorc Awards Invite Only
 - Advertised current student staff vacancies in the SU

5. Sports Club / Society / RAG Updates

- HH provided a RAG update, with the total raised standing at £9,348.85
 - Nominations for Charity of the Year 2023/24 are open and encouraged students to put their nominations forward
- SS gave a BUCS Sport update, highlighting some high performing BUCS teams
- ML provided a TeamWorc Points leader board update, with Poetry (345) leading the societies and Aerial Fitness (395) leading the sports clubs
- ML provided an update on the rewards for each status of TeamWorc Points
- ML reminded committees to submit their TeamWorc Honours nominations

6. TeamWorc Action / Sustainability Updates

- HH provided an update on volunteering activities taking place during this week's Volunteers' Week
- HH reminded committees to log their hours and demonstrated how to do it and advertised when drop in sessions to receive help logging hours are

Discussion Items

7. Committee Members Employability Skills

- ML informed attendees that she is creating an employability skills guide for students.
- A task was delivered to get committee members to think of how they've demonstrated different skills within their role that they could include on an application or discuss in an interview
- Responses included:

Organisation/Time Management:

- Advanced notice (e.g., months before, especially for weekends).
- Setting deadlines
- Timetabling/slots
- Organisation with emails
- Planning in advance for games
- Rehearsal schedule
- Covering training sessions in a timely manner
- Online polls for socials (Time management by reminding members an hour before poll closes + giving them a few days to reply to the original post).

- Set goals
- Online communication (Group chats).
- Advanced notice (Too early rather than too late).

Teamwork/Collaboration:

- Joint sessions with other societies
- Create events (Joint events and socials with other clubs).
- Delegation (Everyone has a role).
- Working with other committee members.

Innovation/Creativity:

- Charity awareness sessions.
- Writing own scripts.
- Imagination (e.g., making engaging social media posts).
- Creating own choreography.
- Planning and organising fundraising events.
- Mental wellbeing sessions.
- Collaboration between creative societies with different art styles.

Verbal Communication:

- Group emails.
- Social media posts.
- Risk assessments.
- Listening to all club members.
- Explaining situations for complete understanding.
- Talking to coaches/officials in a respectful way.
- Active listening.
- Ensuring everyone is on the same page.
- Uphold democracy.
- Clear explanations.
- One on one meetings with inclusivity reps.
- AGM anonymous meeting to members with VCIP.

Problem Solving:

- Inclusivity and team meetings.
- Communication with the SU.
- Knowing it is okay to replan events.
- Empathy for others.
- Listening to everyone.
- Reengaging with the sports team after coaching issues.
- Member engagement (e.g., events and trips).
- Quick thinking.
- Calm and collected approach.

Written Communication:

- Committee emailing the SU and the public regarding events.

- Mailing lists.
- Social media posts.

Conflict Resolution:

- Team meetings.
- Anonymous questionnaire for members.
- Team changes methods for the better.
- Effective communication.
- Use active listening.
- Create a relaxed environment.
- Everyone is free to speak.
- Voting/elections.
- Resolve conflict from non-team players (e.g., when choosing varsity teams).
- Explain situations individually.

Leadership:

- Delegating roles.
- Committee have a clear vision of each committee role.
- Committee lead the club through their own experiences.
- Strong work ethic.
- Good communication.
- SMART tasks.
- Inspiring other members.

IT Skills:

- Completing online team sheets.
- Creating social media content.
- Using Canva.
- Graphic design.
- Social media marketing.
- Use of accessible fonts.
- Slideshow presentations.
- Microsoft Teams.
- Agendas.
- Highlights videos.
- Creating/editing own music videos (e.g., on iMovie).

8. Committee Handover/Training

- We will be hosting committee handover / training on 15th May.
- New committees will need to attend 10am -12pm for training
- New committees and current committees will be expected to attend 12:30pm-1:30pm for handover.
- <https://worcsu.wufoo.com/build/committee-handover-2023>

9. Committee Reflections

- Questions were asked for reflections on TeamWorc Council and “what they know now that they wish they knew at the start of being a committee member” via mentimeter.

Any Other Business

10. Event Promotion

- ML promoted two upcoming Students' Union events.
 - Home Varsity (Wednesday 26th April)
 - Open Mic Night (Thursday 27th April)
 - Lip Sync Battle (Friday 28th April)

Date of Next Meeting: Monday 15th May 10am-1:30pm

ML thanked all attendees and closed the meeting.
