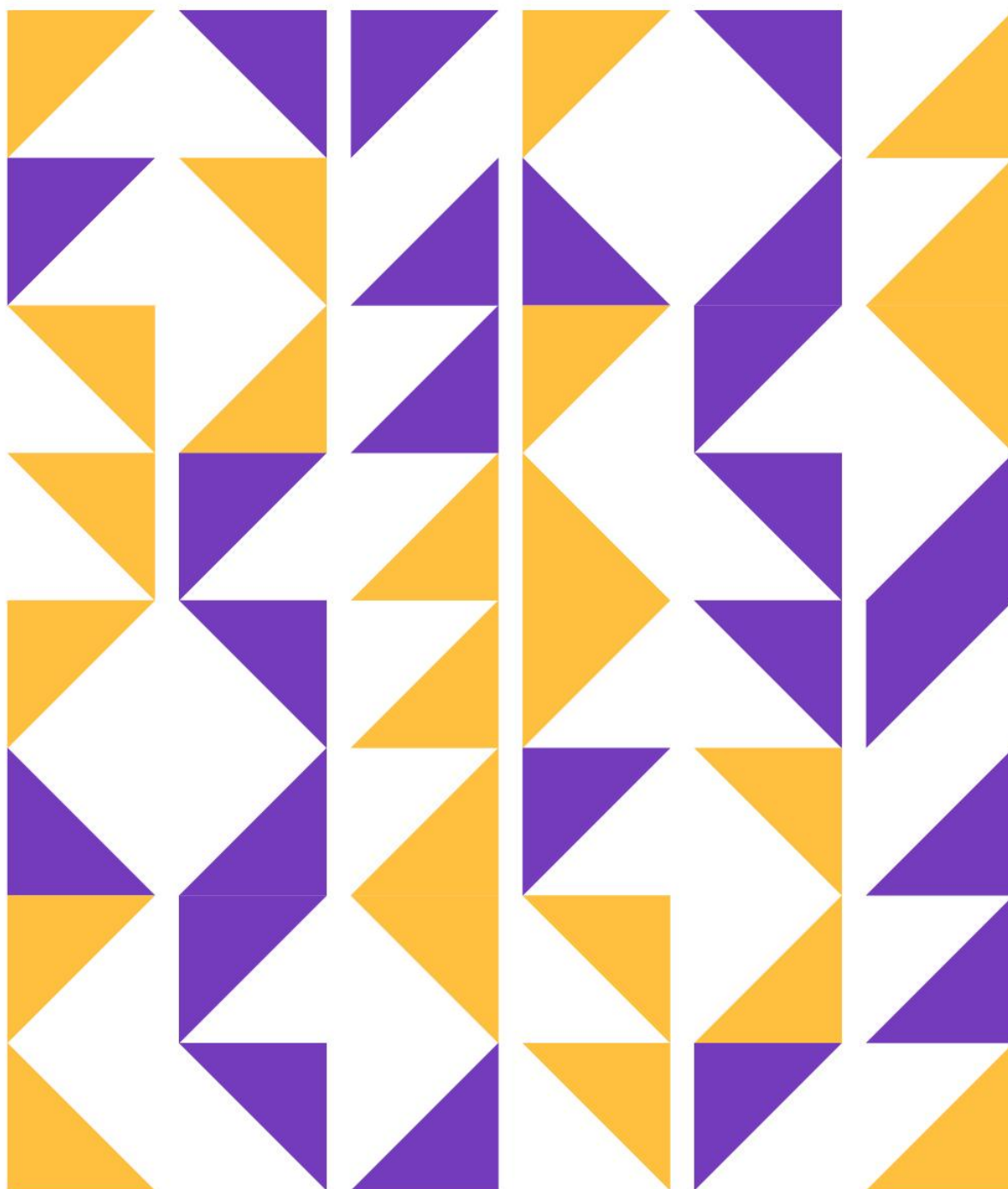


**COMMUNITY
REPS
HANDBOOK**



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BEING A COMMUNITY REP

WHO ARE THE COMMUNITY REPS?

Community Reps are the voice for students in their community, they lobby for action on issues affecting students in two key areas: Housing and Environment. They work to strengthen the sense of belonging of students in the community by running campaigns, events and projects in both the Union and local areas.

Communities are not built of friends, or of groups with similar styles and tastes, or even of people who like and understand each other. They are built of people who feel they are part of something that is bigger than themselves: a shared goal or enterprise, like righting a wrong, or building a road, or raising children, or living honorably, or worshipping a god. To build community requires only the ability to see value in others, to look at them and see a potential partner in one's enterprise.

Suzanne Goldsmith, A City Year

OUR EXPECTATIONS OF YOU

As a Community Rep you'll get the chance to do great things across your year, and work with loads of students and staff. As a Union we try hard to put on events, and run campaigns for all of our members - you're a vital part of ensuring that we're sustainable and promoting a strong community spirit. **You are accountable to the Union Affairs & Communications and Wellbeing Officers.**

While you've got freedom to define your own role, here are some key expectations that we have of you, and things we'd expect you to be involved in as a Community Rep. As staff we will do all we can to support you in your role, and treat you with respect and would expect the same in return.

1. *You will run campaigns, put on events and lobby to create change for students.*
2. *You will work as a team on issues students are facing and work closely with the Union Affairs & Communications and Wellbeing Officers, running projects and acting on policy.*
3. *You will attend the monthly Community Rep Assemblies (and let PET know if you can't)*
4. *You will sit on the Student Sustainability Advisory Board*
5. *You will attend, and submit ideas to Better Leeds over the course of the year.*
6. *You will work on sustainability, environmental and housing campaigns.*
7. *You will be responsive to communication from staff, and communicate your work to students.*

You'll be Supported by & Work With

- The Union Affairs & Communications and Wellbeing Officers - who will provide support and direction on campaigns and issues. The rest of the Exec will be able to help out too!
 - The Political Engagement Team - are your first contact for any questions, and main staff support.
 - Other Community Reps! As well as a whole range of Reps and volunteers
-

WHAT SHOULD YOU EXPECT?

- To have regular catch ups with the Union Affairs & Communications and Wellbeing Officers - these catch ups will be an opportunity for you to discuss any campaigns or events that you're looking to run, get updated by the Officers and hold them to account;
 - These catch ups will be added to your calendars and take place in the Rep Room (or online if Covid restrictions remain in place)
 - You'll be invited to be part of a Community Rep WhatsApp group too, and receive regular email communication from the Political Engagement Team.
- To be given regular training opportunities across term-time.
- For us to respect your skills, dignity and individual wishes.
- To be consulted with and kept informed about possible changes here at the Union, and at the University.
- You'll be given an LUU Lanyard, identifying you as a Community Rep and giving you a discount in LUU venues.
- You'll have access to a budget to support you with your events - PET will support you in any spending, and help you effectively budget for campaigns and events.

We aim to be flexible, so please let us know if you would like to make any changes / improvements and we will do our best to accommodate

KEY DATES

ASSEMBLIES

Below are some key dates that shape your year as a Community Rep - you'll also be meeting regularly with the Union Affairs & Communications Officer and PET to catch up and let us know what support you need. Community Rep Assemblies will be Wednesdays, 5-6pm [we aim to be flexible with timings and can easily discuss a more suitable time]. We'll also be staying in touch via WhatsApp and email through the year - and you're welcome to chat to us at any time.

October 2021 [Black History Month]	
First Sustainability Advisory Board [SAB] Meeting - Wednesday 13th October, 5-30-7pm	Initial Community Rep Training - Tuesday 19th October
November 2021 [Disability History Month]	
Term 1 Better Forums - w/c 22nd November	Community Rep Assembly - w/c 15th November
December 2021	
LeadLUU Nominations Open - 1st December	Community Rep Assembly - w/c 6th December
Second SAB - Wednesday 8th December, 5-30-7pm	Youth Climate Action Day - 5th December
January 2022	
Third SAB - Wednesday 26th January, 5-30-7pm	Community Rep Assembly - w/c 24th January
February 2022 [LGBTQ* History Month]	
LeadLUU Nominations Close - 4th February LeadLUU Voting Opens - 28th February	Community Rep Assembly - w/c 14th February
March 2022 [International Women's Day & Working Class Representation Week]	
LeadLUU Voting Closes - 3rd March	Community Rep Assembly - w/c 7th March
Fourth SAB - Wednesday 23rd March, 5-30-7pm	Term 2 Better Forums - w/c 14th March
April 2022 [Celebrate Week & Easter Holidays]	
May 2022	
Term 3 Better Forums - w/c 9th May	Community Rep Assembly - w/c 2nd May
Final SAB - Wednesday 11th May, 5-30-7pm	
June 2022	
Final Community Rep Assembly - w/c 13th June	

EXPECTED TO ATTEND

These are the main events and meetings you are expected to attend as part of your role as a Community Rep. The dates will be added to the Outlook Calendars attached to your student email accounts, and made available in the Digital Resources for you as well.

Event	Responsibilities	Frequency
Community Rep Training	Complete online training in accordance with the training schedule, attend training workshops.	Once per month [sometimes paired up with other Student Leaders]
Community Rep Assemblies	Be familiar with the agenda and participate during the assembly. This is also an opportunity to hold the Union Affairs & Communications Officer to account	Once per month [dates above]
Sustainability Advisory Board Meetings	Be familiar with the agenda, and offer your opinion and feedback on the issues being presented/discussed at each advisory board.	Five times per academic year [dates above].
Better Leeds Forums	Look through the agenda and gather feedback from fellow students on the ideas, and prepare responses.	Once per term [dates above]
Campaign/ Event Meetings	There will be a number of meetings through the year to plan for events you want to run, campaigns you have in mind etc - you will be expected to prepare, attend and contribute	Ad hoc

There will be additional opportunities to get involved in University meetings, advisory boards and discussions, and we will keep you informed of anything you might be able to engage in.

COMMUNITY REP TRAINING 2021/22

Over the course of the year, you'll have the opportunity to take part in a whole range of training sessions to give you the skills you need to succeed as a Community Rep, and develop as a person as well. **These dates are still subject to change, and will be confirmed with you in advance.** We're happy to take suggestions for any training that you want to do or feel you need, and have a budget set aside to send you on external training as well.

We are developing this training timetable and will update it as the year goes on, and keep you updated.

Month	Training/Development (+LMS Sessions)
October 2021 (Black History Month)	Start of Role Training w/ Political Engagement Team & LibCos, Online - Tuesday 19th October, 1-5pm Public Speaking Workshop w/Hannah Brian, Room 6 - Monday 25th October, 3-5pm Campaigns Training w/ Stand & Be Counted, Zoom - Wednesday 27th October, 1-4pm
November 2021 (Disability History Month)	An Introduction to LUU's Staff Networks, DATE TBC
December 2021	<i>Holidays</i>
January 2022 (LeadLUU Noms)	Leadership Skills w/ Women Conversation: Leeds, DATE TBC
February 2022 (LGBTQ+ History Month)	
March 2022 (IWD & WCRW)	
April 2022	Celebrate Week (Rileys, Recognise Awards etc)
May 2022	Careers Centre: CV Workshop, DATE TBC

LOVE TO LEARN: ONLINE TRAINING

Our online learning platform is designed to allow you to learn what you want, when you want it.

Love To Learn is accessible online here: <https://luu.clcmoodle.org/>

Love to Learn has over 100 courses available to you - some of these skills will be integral to your success in this role and others will simply help you be ready for your future. We have outlined a couple of courses we want you to do as part of your induction and then you will have access to the system for the whole time that you are a rep with us. So log in at any time and develop your skills!

Your username to access the system is your name, all lowercase with no spaces. So for example if your name was Josephine Bloggs then your username would be **josephinebloggs**. Everyone's password when they first login is **changeme** but the system will ask you to change that the first time you login.

There are several user guides on the system that will help you to understand how to navigate and use the system. These can be found by clicking on the **Site Home** section of your menu.

Please make sure you complete all the courses under the following sections:

- **Student Leaders Induction**

If you forget your password, you can reset it on the login page by entering your username or your email and reset instructions will be sent to you. If you have any problems please contact the **Political Engagement Team**.

KEY CONTACTS

YOUR STUDENT EXEC 2021/22

As well as the Equality & Liberation Officer, the rest of the elected Student Exec are here to support you, and you can work with any of them on campaigns and events. There's more information about their roles and remits on the page below, [and all of their contact details are on our website](#).



A ROUGH GUIDE TO THE EXEC

[*You can see a more detailed role description for each of the Student Executive positions here.*](#)

Meg - Education Officer [accountable to School Reps]

- Helps students run the University in partnership to shape how it works.
- Represents students to the Uni to ensure their education meets their expectations.
- Works with reps to make sure students have a say in how their course is run.

Natasha - Equality & Liberation Officer [accountable to Liberation Coordinators]

- Make sure that the University services are varied to suit every student.
- Allows all students to input into decisions so the Union meets all needs.
- Removes barriers to students getting the University experience they want.

Nicole - International & Postgraduate Officer [accountable to PGR Reps]

- Promotes culture sharing and cultural cohesion.
- Represents international and postgraduate students to the Uni.
- Enhances life in Leeds for international and postgraduate students.

Aysha - Union Affairs & Communications Officer [accountable to Community Reps]

- Chairs the board of trustees and holds staff to account.
- Handles finances to ensure that the money spent benefits students.
- Helps to govern the University to make sure it reflects the views of students.

Beth - Wellbeing Officer [accountable to Wellbeing Advisory Board]

- Help students with any problems to make sure they have a great time at University.
- Listens to students' concerns so that issues can be identified and resolved.
- Campaigns to help staff and students build a happy, inclusive community.

THE POLITICAL ENGAGEMENT TEAM

PET is your main staff support - their role is to work with students to ensure they're empowered (and can empower others), able to make change and run campaigns. They also look after the democratic processes, so elections (like LeadLUU), the Better Forums and policy. You'll find them online or in the Rep Room - which is our space for Student Reps and campaigners next to the Exec Office on Level 1.

Mike – Democratic Engagement Manager - m.hewitson@leeds.ac.uk

Mike manages the whole team, and supports students to create change in LUU and the wider world. He's responsible for ensuring that LUU's democratic structures work and are accessible for our members - that includes the Better Forums and elections like LeadLUU (one of the biggest student elections in the country). He'll be able to offer advice about constructing ambitious campaigns as well as being able to support you in submitting an idea to make the Union, University or city of Leeds better. He's your main staff contact as a Community Rep, feel free to approach him with any ideas, questions or concerns you have - or if you just fancy a chat and a cup of tea!

Safyan - Forums & Policy Coordinator - unisra@leeds.ac.uk

Safyan is a full-time member of staff whose work mainly revolves around the Better Forums. It is his job to not only ensure that the Forums take place throughout the year, but to work closely with students in submitting and developing their ideas, liaising with reps to support them in gathering feedback and then working with staff to ensure policy is implemented effectively. Safyan is managed by the Democratic Engagement Manager.

Maddie - Liberation Project Worker - m.bebbington@leeds.ac.uk

The Liberation Project Worker is another new role for 2020/21 - a part-time, student member of staff with a focus on the LibCos and History Months. They'll be a key ally across History Months and or any other intersectional campaigns you're looking to run as well. They're managed by the Democratic Engagement Manager and they work closely together to support you all.

Denica - Student Engagement Coordinator (International) - d.shute@leeds.ac.uk

Denica is a full time member of staff, whose work is to help the University and Union understand what international students need to love their time at Leeds – and how that work is delivered. She'll be mainly supporting the International & Post Graduate Officer but is an important contact when it comes to anything regarding International student involvement and support.

KEY LUU TEAMS FOR YOU

Though PET are your primary contact and main avenue of staff support, there are other teams across LUU that will be fantastic contacts for you as Community Reps.

NB: *As staff return to working in the building after over a year of working from home some of these teams may move around or have flexible working patterns - we'll keep this page up to date, but you'll always be able to get in touch with teams by email.*

Activities

Who Are They? Activities look after our 300+ Clubs & Societies. They're also responsible for the thirteen elected Activities Exec who make key decisions about new society formations and allocate funding.

Where Are They? Activities can be found on Level 1 of LUU, opposite the Rep Room.

Contact: Activities@leeds.ac.uk is the Helpdesk email and they'll be able to direct you.

How Can They Help? Activities can help get you in touch with any of our fantastic Clubs & Societies. In the past we've had fantastic collaboration between reps and societies, and we have a wide range of societies focussed on community volunteering, environmental concerns and campaigning.

Academic Engagement Team (AET)

Who Are They? AET looks after all of our Course and School Reps, and are a really vital part of how we work with the University and lobby them to make change. They work most closely with the Education Officer.

Where Are They? AET share an office with Activities, you can find them on Level 1 of LUU opposite the Exec office.

Contact: uniasup@leeds.ac.uk is the AET Admin email, they can help you get in touch with the most relevant member of the team. Each Coordinator looks after different faculties.

How Can They Help? Studying towards a degree is the thing that everybody at the University has in common and every student deserves an environment that meets their needs. If you want to work on any project that looks to change what is taught in your classrooms or how it is taught then they can easily help. They can also put you in touch with our School Reps for collaborative work. As well as that, they know how to navigate the University's tricky meeting structures.

Marketing & Communications

Who Are They? Two teams who are key to explaining what your event or campaign is, and making sure people know about it. Think of Marketing as the team that sorts out the look and feel of your event - whether that's designing a poster, creating some great copywriting or taking photos. Then Communications post the tweets, set up the Instagram story and publish the news piece to make sure everyone hears about what you're doing.

Where Are They? Marketing can be found on Level 1, towards the back of the building.

Contact: Giulia, g.miccio@leeds.ac.uk, is the coordinator that links Marketing & Comms, and your best first contact for any projects. She will be a part of the History Months Working Group among other projects.

How Can They Help? They can advise you on how to make your campaign reach the right audiences and have maximum impact, as well as help to make it striking and recognisable. You can work with them and PET to develop a marketing 'brief' for your project, so that you and the designers/copywriters are all on the same page about the look and feel of the campaign.

Events/Tech

Who Are They? Events and Tech are responsible for the smooth running of commercial, student-led and external events - everything from Fruity, to film nights to Slam Dunk Festival. They're the go to team when you're looking to put on an event in LUU.

Where Are They? The Events & Tech teams can be found next door to the Marketing Office in the 'Behind The Scenes' offices on Level 1 of LUU.

Contact: Steve, s.keeble@leeds.ac.uk, is your best contact for Events queries - and unitech@leeds.ac.uk is who you need to talk to about sound equipment, projectors or any other technical requirements your event might need.

CAMPAIGNS & EVENTS

KEY CAMPAIGNS

As Community Reps these are all things that you can get involved in and even take a lead on. They're split into two main categories: Environment and Housing.

ENVIRONMENT:

- [Sustainability Advisory Board](#): Aysha and Beth (your Union Affairs & Communications and Wellbeing Officers) head up the [Sustainability Advisory Board](#). The board works to advise on LUU's sustainability activity and to champion sustainability-focused policies and campaigns.
- [Litter Picking Project](#): A key campaign for Beth and Aysha this year will be the continuation of LUU's litter picking community work.
- [Climate Week](#): Last year's Community and Union Affairs Officers - Lotti and Izzy - [ran LUU's first ever Climate Week](#). A big environmental push across the whole of LUU - there were a range of speakers, events and other campaigning activity, as well as opportunities to link up with other campaign groups and societies. Community Reps are a key component in the planning and delivery of Climate Week moving forwards.
- [Youth Climate Action Day](#): We will be celebrating and supporting this on 5th December.

HOUSING:

- [Housing Revolution Group](#): A long term campaign fighting for key priorities:
 - A new accreditation scheme/code of conduct that focuses on value for money (fair rent = price & flexible contracts - independently agreed what £120 a week gives a student), repair and customer service.
 - We will also focus on fairer guarantor requirements as we feel these currently discriminate against international students and students from lower socioeconomic backgrounds.
 - We also want to encourage half rent during the summer.
- [House Hunting Campaigns & Landlord Fair](#): Across 2020/21 we worked with Unipol to run a series of house hunting webinars and campaigns and launched [a Facebook group to keep students informed about house hunting in Leeds](#). We're keen to continue running this house hunting guidance and Community Reps are admins on the group.

PUTTING ON EVENTS

Putting on events is likely going to be something you're keen on doing over your year in the role.

*Whatever the event, be it a panel discussion, film screening or club night, we have plenty of staff here to support you and a range of venues in LUU and across campus. **The main thing to remember is that the earlier you let us know about something the more support we can offer. For this year in particular, you might find that we have to focus on digital engagement and online events as Covid guidance dictates.***

The Political Engagement Team can support you through all of this, so don't worry about remembering every stage - that's what they're there for, to help you out!

- You can find templates to any campaign resource [here](#).

When you're planning an event, you need to make sure you cover a few key bases;

1. **What's the event? How much will it cost?** Discuss your ideas and the budget with Mike.
2. **When and where is it?** Book a room! Mike [for LUU Rooms and Venues] or Help & Support [for University Rooms] - luuhelpdesk@leeds.ac.uk - can both do this. If it's an online event then we will provide you with a Zoom link and provide tech support on the day.
3. **Do you have any external speakers coming?** An External Speaker is anyone who isn't a student member of LUU. [You'll need to do the external speaker form](#) (two weeks ahead of the event, earlier if possible). There's more info on this below.
4. **Do you need catering?** Mike will work with you and our Catering Manager to sort out food and drink.
5. **Do you need Marketing support?** Marketing need around 6 weeks lead time for design work, and can also get your event up on the LUU site and social media.
6. **Will you be needing tech support?** You'll want to talk to the events team if so, get in touch on unitechs@leeds.ac.uk.
7. In some cases **you might need security**, that should come up as part of the External Speaker/Risk Assessment that we will support you with.
8. **How to sign up?** - Will you want people to sign up beforehand? Are there any questions you want them to fill in prior to the event? Let us know and we can make a [sign up form](#) for the event and send out reminder emails prior.

VENUES IN LUU

We've got a range of venues in LUU, all good for different things. Rooms 1-6 and all our stall spaces are bookable via the cleverly named [Room Booking System](#). For our larger Venues you go via our events team and the '[Book A Space](#)' section of the website. Mike can support you through all of this. Here's what we've got in LUU (NB - Listed capacities may well be reduced in line with ongoing Covid guidance);

Rooms 1-6	<ul style="list-style-type: none"> • All on Level 2 (accessible access) • Capacity from 10 to 100 • Projectors and AV in all rooms • Catering Available 	Old Bar / Terrace	<ul style="list-style-type: none"> • Bookable areas in both • Great for smaller socials, pub quiz • Could also host an open mic • Food and drink, bar
Function	<ul style="list-style-type: none"> • Two floors down, lift accessible • 150 Capacity, Flat Floor • Projector and AV, additional tech • Bar available in venue 	Stylus	<ul style="list-style-type: none"> • 1,000 capacity • Large gig venue • Full stage and AV setup • Club Night, or v. large social
Riley Smith	<ul style="list-style-type: none"> • Ground floor, accessible • 450 capacity, fully seated • Theatre style venue, can also be flat 	Pyramid Canteen / Theatre	<ul style="list-style-type: none"> • Cafe space in daytime, bar available • Stage and AV setup • Fundraisers, open mic nights • Theatre not fully accessible

External Speaker Forms

- **All** groups inviting an external speaker to an event **must** fill out an external speaker form - luu.org.uk/clubs-socs-info/external-speakers/ .
 - An external speaker is anyone who isn't a member of LUU.
- **Give us two weeks notice.** We don't want to stop you from inviting speakers, we need to make sure we've ticked all the boxes - the more time you can give us the better.
- If the speaker is considered high-risk we'll let you know, and PET will conduct a risk assessment to ensure your event is safe for the speaker and attendees. You will then be contacted to complete the remaining required paperwork.
- You only need one form per event, not per speaker.
- [You Can Submit a Speaker & Read More Here](#)

BUDGETING TIPS

This section is meant to give you all oversight of the different budgets available to you across your year in the Community Rep role. No matter what you're planning, remember that the Democratic Engagement Manager has to sign off and approve any spending - so make sure to speak to them first.

What's The Community Rep Budget?

These are the budgets that you have access to over the year, they're budgets for the entire Community Rep team so it's important that you work together to arrange how you'll spend them.

Budget Name	Amount	Purpose	Sign-Off
Community Rep Budget	£600	This is for any events or campaigns that you want to run outside of those prioritised by Exec (Climate Week for example has its own budget area).	Mike
PET Campaigns Fund	£2,000	This is a fund accessible by yourselves and other student campaigners to support you in achieving their goals.	Mike

How Do I Pay For Things?

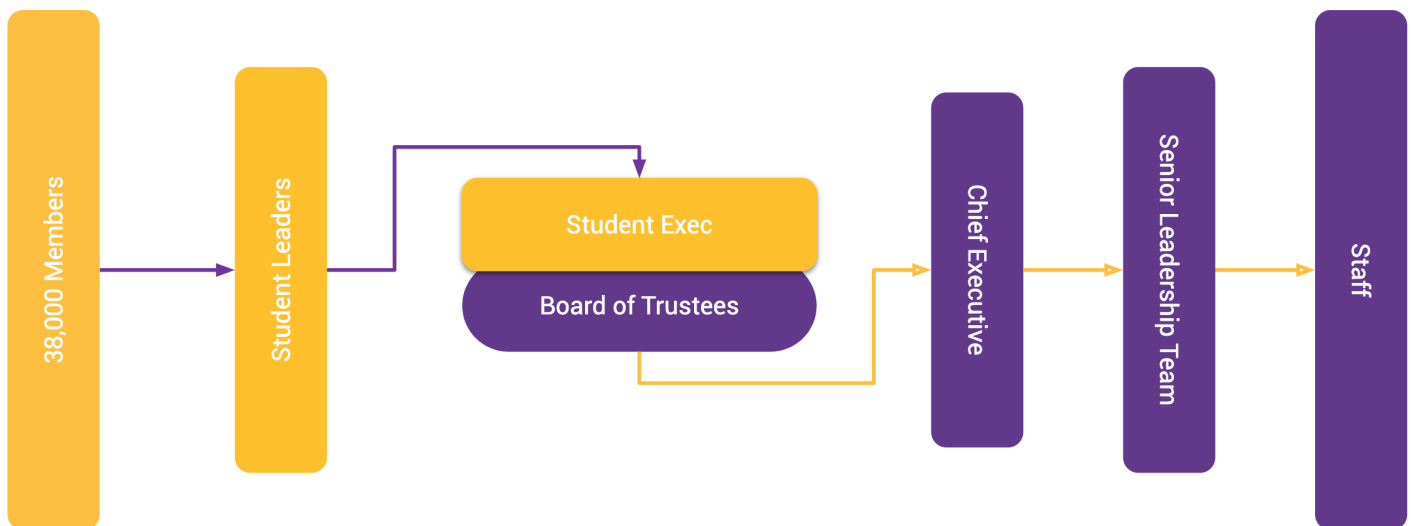
Here's an overview of the sorts of things you might pay for, and how you'd pay for them.

What are you paying for?	How to pay
Speaker Fee for an Event	Agreed the fee with the speaker ahead of the event, confirm that fee with Mike. The speaker can then invoice LUU and we'll sort it out. <i>We have additional guidance and template contracts for you to use as well.</i>
Venue Hire	There's no charge for any of the venues in LUU, but you may well get charged elsewhere. As above, agree a fee and they can invoice LUU.
Printing / Design	Our Marketing team can help you with design. Internal printing is free, and they have suppliers for external print that invoice us.
Food & Drink	Old Bar/Terrace can cater for events in the union building - talk to Mike to get some quotes. Payment is sorted internally.
Misc	If you have to buy anything with your own money, then keep hold of the receipts and fill out an ' Expense Reclaim Form ' to get reimbursed.

MAKING CHANGE

DEMOCRACY AT LUU

LUU is a member led organization – that means any single one of our members can make a change to what we do, how we do it and who represents them.



As a Union, we look to represent our members through everything they do during their time at Leeds. From societies through to academic support, gigs to film nights and pastoral care to liberation networks - your voices can be heard in a whole host of ways;

- **Student Representatives** - we support a wide range of student representatives who make change at different levels on your behalf and give you a voice.
- **The Better Forums** - the Forums are how members create policy at LUU, [all you need to do to get started is submit an idea](#).
- **Running Campaigns** - our Political Engagement Team is here to support you in running or getting involved in local and national campaigns.
- **Elections** - from society committees through to the Student Executive, you can get involved in all sorts of elections. [Check them out here](#).
- **Advisory Boards** - [These boards bring together students](#) with a particular interest or expertise to help guide our thinking and inform key projects.

THE BETTER FORUMS

The '**Better Forums**' are how students create policy at LUU, and they're run by students.

What is policy? - Policy is essentially a statement of intent: work that we're undertaking to make change and improve things for students. All policy at LUU lasts for three years; some can happen straight away, others might take months of lobbying to make any progress.

Anyone at all can submit an Idea for change to one of three different forums: **Better Union**, **Better University** and **Better Leeds**. As a Community Rep, an important part of your role is speaking on behalf of other students at the Better Leeds Forum - though you're more than welcome to attend all of the Forums..

Once we've collected all of the ideas, we send them out to key groups for feedback.

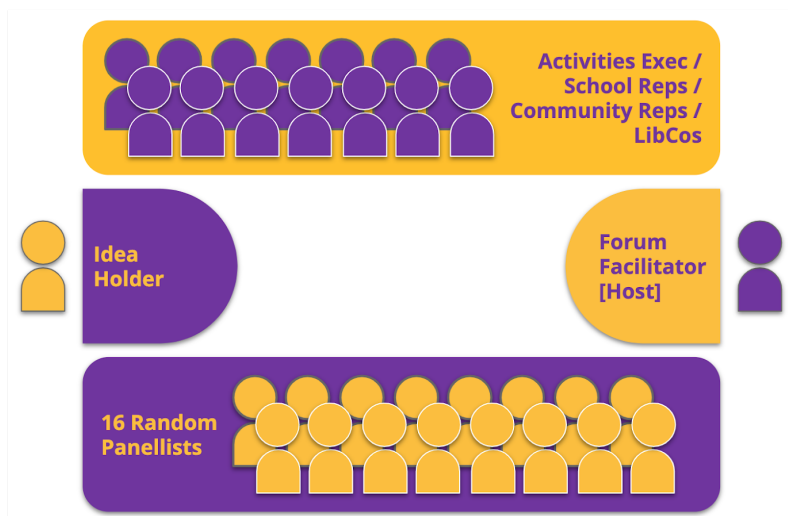
- **Better Union** ideas get sent out to Activities Exec to ask all of their societies about and bring that feedback to the Forum.
- **Better University** ideas get sent out to School Reps to get feedback from their schools and courses.
- **Better Leeds** ideas get sent out to Community Reps to get feedback from the student community.

As Community Reps you'll be sent all of the Ideas and it's up to you to determine how they might affect students as members of the community here at Leeds. **You'll attend the Better Leeds Forum and provide feedback to help inform the panel.**

Policy Website - You can see all of LUU's Current Policy on the Policy Website. It's accessible from the main LUU website - it's searchable, and you can share search results and policy pages.

The Better Forums Look Like This

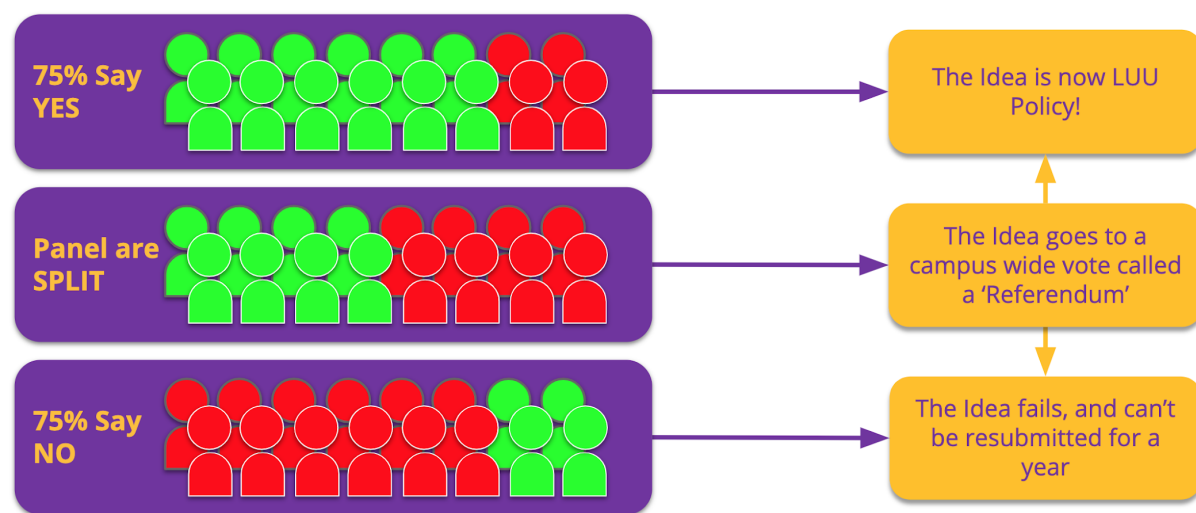
The Better Forums themselves are relatively straightforward in layout. There are three main groups of people at each forum, with their own roles in the decision-making process:



- **The Idea Holder:** The student that submitted the idea needs to be there to tell people why they submitted the idea, and why they'd like the panel to vote yes!
- **Reps:** Each Better Forum is attended by relevant reps. They'll relay other students' views and give feedback on ideas.
- **Student Panel:** A randomly selected panel of 16 students will listen, ask questions, and decide whether to approve or reject the ideas - much like a jury.

In addition, each Forum is attended by two of the Student Exec and hosted by the Forum Facilitator, who is a member of student staff.

Voting Works Like This



RESOURCES

Community Rep Digital Resources

The Community Rep Digital Resources folder is designed to be a one-stop resource for you to use throughout the year, it's where this Community Rep Handbook lives and where you'll find links to minutes from the Community Rep Assemblies, campaign tools and more.

[Check Out the Digital Resources Here](#)

Campaigns Hub

The Campaigns Hub is a Google Drive full of campaign resources, including guides, templates, reports and research. We'll be continually adding to and updating the Campaigns Hub, and if there's anything that you would like to see included just let us know.

[Check Out the Campaigns Hub Here](#)

Protests & Vigils

Protests are a vital part of campaigning and the right to free expression. LUU's role is to support members in delivering safe, effective protests - we will help you with timings, risk assessments and stewarding as well as liaising with the University, council and police where appropriate.

Vigils are typically held in response to a public tragedy such as a terrorist attack or natural disaster or an incident involving a member of the University community.

[Find Out More About How To Organise a Protest or Vigil Here](#)

External Speaker Process

In order for LUU to comply with several bits of legislation, we need to have a record of every external speaker invited to campus (or to online events) by our Clubs & Societies, Student Leaders, Exec and staff too. In some cases we must complete a risk assessment as well. We use the [Freedom of Expression Protocol](#) as the basis for assessing speakers.

[You Can Submit a Speaker & Read More Here](#)

LUU Campaigns Fund

The LUU Campaigns Fund is here to support students in promoting and delivering effective campaigns. Since we have a finite pot and lots of activity to fund, the application process is here to allow you to provide us with enough information to make a well-informed decision.

[You Apply & Read More Here](#)

REWARD & RECOGNITION

At LUU we're always looking for ways to reward the fantastic work that our volunteers do - and as Community Reps you're no different. It's really important to note that reward and recognition has to be earned - the more engaged and involved you are the more likely you are to see yourself nominated for things like Riley Awards.

- **The Rileys** - are LUU's big awards extravaganza, where all of our clubs, societies and volunteers come together to celebrate the great work everyone has done (and dish out some certificates too) luu.org.uk/celebratingstudents21
- **NUS Awards** - Each of the liberation conferences, as well as the National one, has an awards ceremony where they reward their members from all over the country. Mike will be in touch when applications open. The NUS also runs the Green Impact scheme which NUS has now been successfully accredited for across multiple years.
- **HEAR Certification** - The Higher Education Achievement Report (HEAR) is designed to encourage a more sophisticated approach to recording student achievement, which acknowledges fully the range of opportunities that higher education institutions in the UK offer to their students. hear.ac.uk/