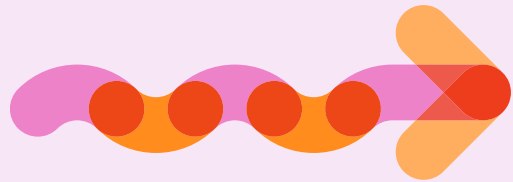


# running your society



# Ensure that you get committee positions filled and committee members know their role.



**These are some positions to consider, though this is not an exhaustive list. We encourage societies to be innovative in creating new positions or adapting existing ones to meet the needs of their members:**

**Chair** – Chairs meetings; responsible for overall society administration; represents the society at meetings and with the student union (SU).

**Deputy chair** – Fills in for Chair when needed; can have certain responsibilities.

**Secretary** – Responsible for arranging venues for meetings, drafting agendas for meetings, capturing attendance, minutes and action points: keeps membership list up to date.

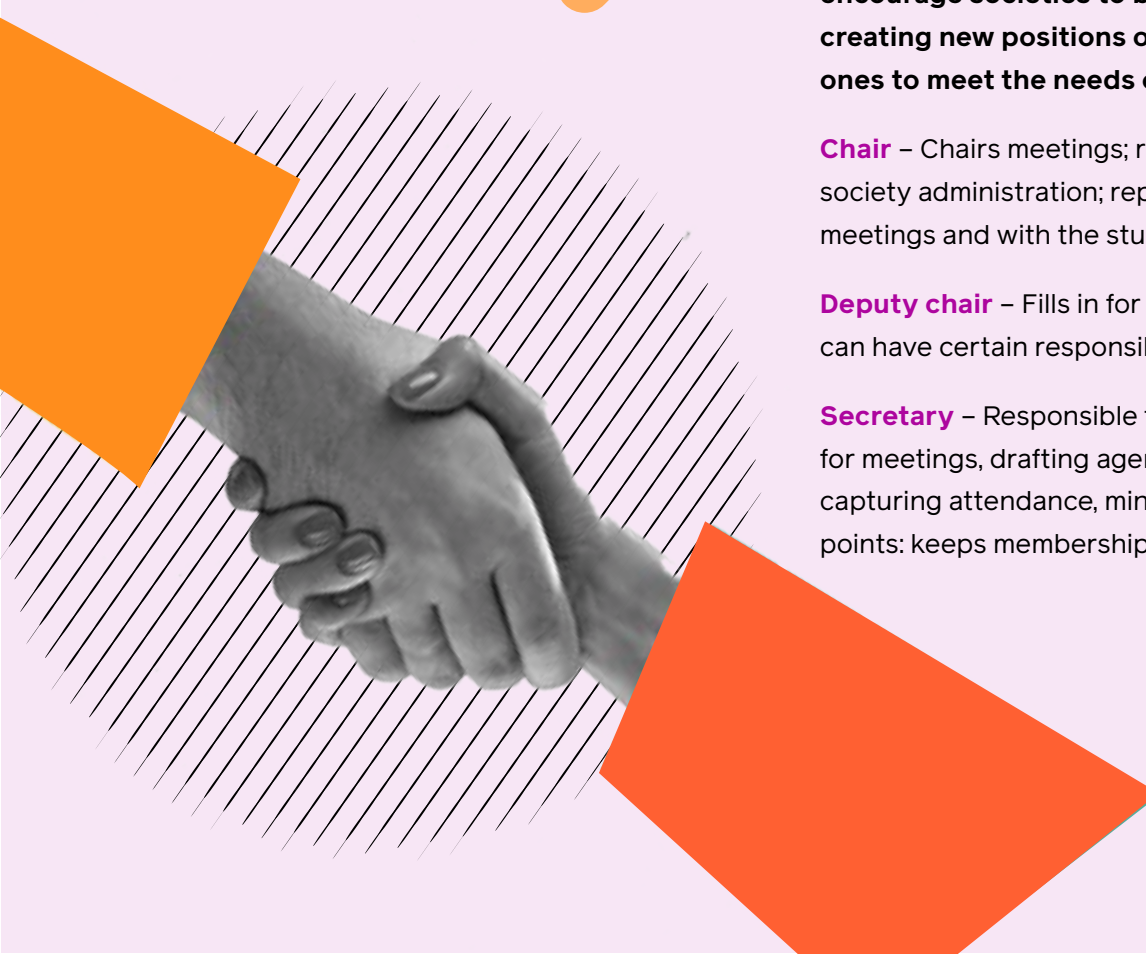
**Treasurer** – Responsible for the financial health of the society, finding funding opportunities, drafting funding applications and financial returns. Approves budget for events.

**Social secretary** – Responsible for organising social events for members to meet in an informal setting and getting to know each other.

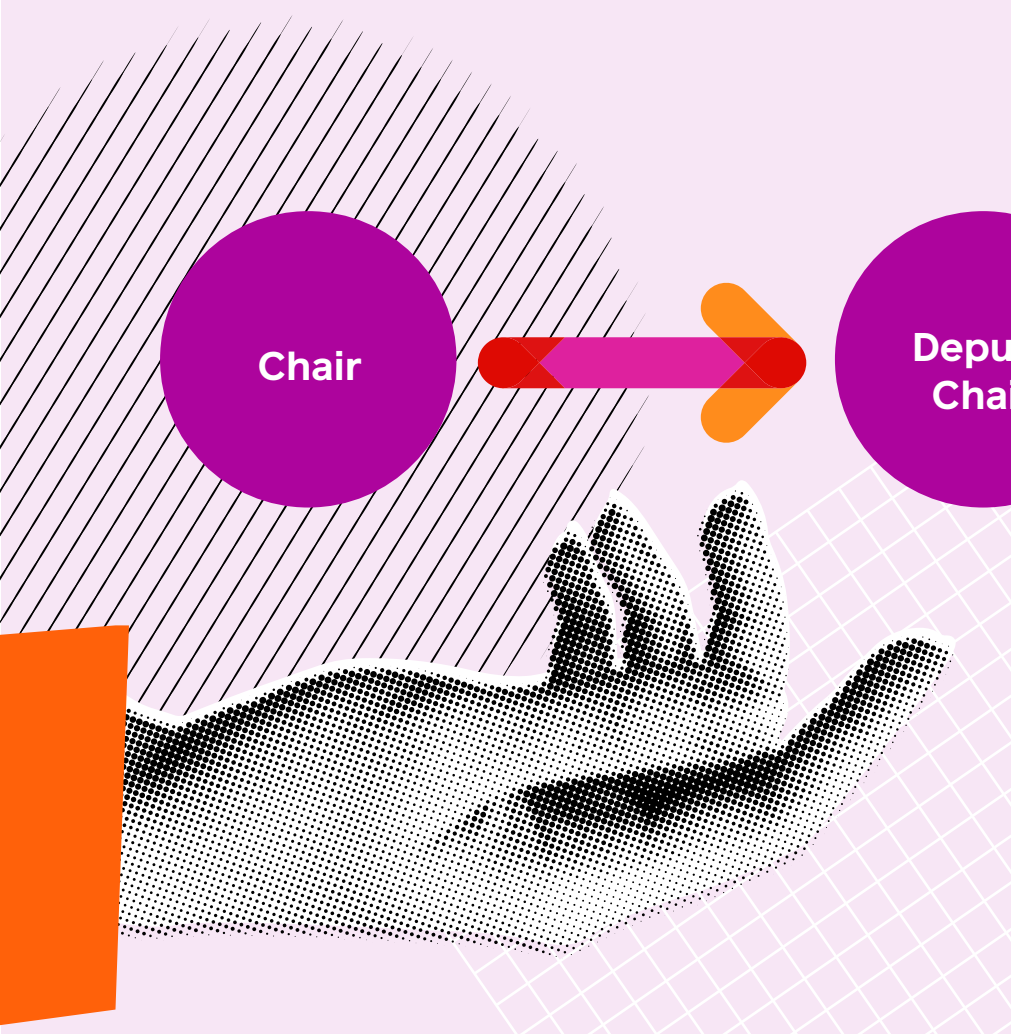
**Social media liaison officer** – Responsible for running your Midsoc's social media, liaising with external organisations, your university, other university societies, and working with or supporting your Social Secretary.

**Events officer** – Responsible for organising learning events such as workshops, trainings and conferences.

**RCM liaison officer** – Responsible for liaising with RCM to evidence success, collaborative events, RCM grant application and more.



# Positions within your committee



Chair



Deputy  
Chair



Secretary

Treasurer

Social  
secretary

Social media  
liaison officer


Events  
officer

RCM liaison  
officer

# Guidance for your committee

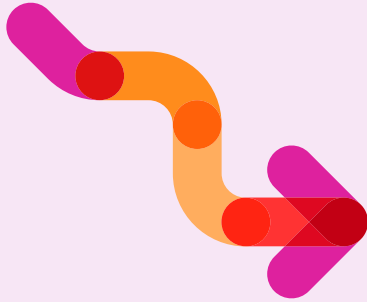


- Try to meet regularly, in person or virtually.
- Communication is key; all committee members should know what is happening with the society as much as possible.
- All views and ideas should be considered with respect – consider creating a founding charter which represents the shared ethos of your society and is reflective of your committee's views. A charter or founding document is written to establish an organisation and sets how it will be ran.
- Consider planning events early in the year and have a midwifery society calendar.
- Use social media to advertise the society and events.
- Recruitment is key to the longevity of your midwifery society. Try to target first year welcome weeks or Fresher Fairs by running stands or recruitment events. You can even use your own social media as recruitment tools during the summer period when A-Level results and University placement offers are released.



**Recruitment is key to the longevity of your midwifery society. Try to target first year welcome weeks or Fresher Fairs by running stands or recruitment events**

# Funding






To run events and maintain your society, you may wish to consider the following funding options:

1. Apply for funding from your Students' Union.
2. Apply for the RCM Midwifery Society Grant (£250) via the RCM website.
3. Consider approaching local businesses for sponsorships, this could involve securing funding in exchange for hosting your event or socials at their establishment.
4. Membership fees are a good way of keeping your society running. You may wish to collect a fee of £3 from members each year. The treasurer should set up their own mailing spreadsheet with details of who has paid or who still is to pay.





Follow us on:

-  @MidwivesRCM
-  [www.facebook.com/MidwivesRCM](https://www.facebook.com/MidwivesRCM)
-  @midwives\_rcm

The Royal College of Midwives  
10–18 Union Street  
London SE1 1SZ

0300 303 0444  
[MidSocNetwork@rcm.org.uk](mailto:MidSocNetwork@rcm.org.uk)  
[www.rcm.org.uk](http://www.rcm.org.uk)