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| **Student Activities’ Development Plan 2021/22** |

This year, AUSA have been gathering feedback from students regarding development plans to ensure that we create something that supports all activities!

This year we hope that the below updates will streamline the process and make it quicker for student activities to complete:

1. The workbook section has been replaced by quick and easy to use google forms.
2. The development plan creation section has been altered to make it easier for activities to put in their general goals as well as the areas that link to the AUSA strategy created by students.
3. Examples of development plans for both clubs and societies has been given to help you with ideas on top of the google forms.
4. Student Activities choose the areas that they want to focus on and can leave an area blank if they don’t think that it relates to their activity.

We are aware that some activities may not have full committees yet and may need to relook at these later in the year to finalise some of the committee goals. That is OK, you can resubmit your plan at any time through the reaffiliation google form.

The main purpose of creating a development plan is to ensure that every activity has a clear written plan as to what they are looking to achieve in the year ahead and who is responsible for each goal. This will aid each committee member to know what their role is and what is expected from them and when.

AUSA staff will review all development plans to create workshops and drop-in sessions for all the areas mapped out in the development plans to provide support for all committee members to achieve their goals.

Please note, this development plan structure has taken the AUSA strategic plan 19-22 created by the student feedback and Sabbs last year into consideration when selecting the key development areas. The full AUSA strategy can be found [here.](https://www.ausa.org.uk/pageassets/about/vision/strategic-plan-digital-version-final.pdf)

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## 1.0 - Step by step guide on how to complete the development plan most effectively:

As a committee, please complete the following quick [survey](https://docs.google.com/forms/d/e/1FAIpQLSfYbBcQk67JzvQvtjl_EEV1NXU8Msno9w2KTsGFa9doeTK2Nw/viewform?usp=sf_link), which will help you before going in to the below development goals sections. Once this is complete please carry out the below steps:

1. Ask each committee member to send their goals for the year to the President / Vice president (will probably be very similar to the ones they gave to try and be elected in to the role).
2. Add the committee’s goals into the committee goals section (section 2.0) when you receive them.
3. Organise a committee meeting (or add this to the agenda if you are organising one anyway), take time to show the committee what each of them are looking to achieve and let them each chat through them if possible. It’s best to do this early summer to give everyone plenty of time to get anything in order before the start of the year. This will be helpful as you should meet for step 4 anyway if possible.
4. Once the committee goals have been finalised, as a committee, please look at section 3.0 which lets you choose at least 2 areas that you would like to focus on within the AUSA strategy. Please use the quick google surveys as guides for the areas you decide to focus on to help you. Please note, you can have a look at all surveys if this helps you decide which ones to focus on! You can focus on more than 2 if you would like as well. It’s completely up to you and your committee, but these should be help the committee communicate goals that they may not have considered would feed into the bigger strategy.
5. Please finalise the goals for the AUSA strategy areas in section 4.0 before moving on to the final stage.
6. Finally, please go to the final section which is section 5.0, which is the overall goals. This is a chance to combine both the committee goals with the strategic plans goals. Match up the areas as closely as possible with the committee member that the area is most suited too. The committee member should be able to join up some of the goals to this so it’s not adding too much workload on to them! Committee members shouldn’t really have any more than 3 / 4 goals each if possible.
7. Every 4 to 6 weeks, review the development plan as a committee to monitor progress and adapt any goals if needed. This will help all committee members to stay on track and to keep the activity going in the right direction. This is chance for the committee to feedback on how the workload is and whether goals need reduced or not.
8. If you create a Microsoft Teams channel for your committee, you can place this document on to the files in the channel so that the individuals can all access it and update their progress (maybe green for completed, orange for started then red for not started or something).
9. If you are struggling to know where to start in implementing all of this or you would like a 30 minute meeting to support the activity, please fill out this [survey](https://ausa2.typeform.com/to/uil6bb13) and an AUSA staff member will be in touch.
10. If you have any questions or issues about any of the above then please email [kieran.matthews@abdn.ac.uk](mailto:kieran.matthews@abdn.ac.uk).

## 2.0 - Committee member goals

Please ask all committee members to send in their goals to whoever is filling this document out so that you can outline them below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee member & role** | **Goals** | **How will reach the goal? Break the goal down to mini goals to show how you can achieve the main goal and who you will need to gain support from.** | **When will you complete it by** | **Completed?** |
|  | **Goal 1** |  |  |  |
| **Goal 2** |  |  |  |
| **Goal 3** |  |  |  |
|  | **Goal 1** |  |  |  |
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| **Goal 3** |  |  |  |

## 

## 3.0 - Key development focus areas from AUSA Strategy

It’s important that all students and staff that are part of AUSA are working towards the same goals and objectives to ensure that everyone is working towards the same outcomes. The [AUSA strategy](https://www.ausa.org.uk/pageassets/about/vision/strategic-plan-digital-version-final.pdf) was created in response to student feedback in 2019 and it will last until summer 2022 to create the pathway that students wanted AUSA to take to enhance the experience that is delivered to students.

We are aware that not all Student Activities will find all of these objectives relevant. We have created the following process to ensure that all activities are working towards the same strategic objectives but are focusing on the key areas that will benefit their activity. In turn, allowing AUSA to support Student Activities to achieve these goals.

1. Ideally, select at least two of the following areas that you would like to develop in over this year (Information about each area is in appendix one): Wellbeing & Inclusivity, events and student engagement, strong communities / life experience, environmental sustainability.

2. Please fill out the google form for the area(s) that you have chosen, please note that this is to support you with filling out the goals section rather than a research exercise. The survey should be filled out during a committee meeting if possible, but we understand if this isn’t possible (should not take long at all as each area just has a few question). If this isn’t possible then it should be filled out by the person focussing on this area along with the president where possible. The more that this work is split up amongst the committee, the less time it will take, and it will be more beneficial for the activity!

3. Finally, please fill in the development goals table on section 4.0 for the relative areas to show what your overall goals will be for each area. This will be what AUSA review to see where the most resources and time is needed to support you all!

4. Please then go to the final section which is just to allow to you put both section 2.0 and 4.0 together in to 1 table!

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Google form | Main topics within the area | Have you chosen this area? Yes or no |
| Wellbeing & Inclusivity | [here](https://docs.google.com/forms/d/e/1FAIpQLScPO05F2zqq_Esfz9jp3krM7HIahl8otRjVnSuHvNNY4Ew4kA/viewform?usp=sf_link) | Wellbeing officers (how to create the role and next steps if you have one), wellbeing & Inclusion focus areas, campaigns / projects planning related to the key wellbeing / inclusion areas you’re focusing on |  |
| Events and engagement | [here](https://docs.google.com/forms/d/e/1FAIpQLSdKM-gfbkttR4cpeK33PAHcoVxHxkFcAIzLwpTK8lqsbhpUsA/viewform?usp=sf_link) | How to get members engaged early, planning / creating ideas, charity links, defining why you are hosting the event e.g. is it for fundraising, raising awareness etc… |  |
| Strong Communities | [here](https://docs.google.com/forms/d/e/1FAIpQLSfjBopyiOfIjsx0X7s7NkMpwGDXNPXpIcpMURMc2qO3Tbdx1A/viewform?usp=sf_link) | Committee engagement and how to run meetings, engaging members, engaging with external organisations / activities, external funding. |  |
| Environmental Sustainability | [here](https://docs.google.com/forms/d/e/1FAIpQLScPYf7rHZgJAHcaqzgaY_ATM4P-AINtJnrmWAeX5CihBWAZ2A/viewform?usp=sf_link) | Environmental sustainability key areas, planning for next year in regard to what projects / campaigns you would like to organise, planning more sustainable events. |  |

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## 4.0 - Development areas from AUSA strategy

Please fill out the below table to outline your key goals in the areas that you have chosen (please feel free to delete the areas that you didn’t choose and add rows to the ones that you did!) Please see Appendix 1 for an example if needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area** | **Goals** | **Committee member responsible** | **How will it be achieved/ Please remember to break each goal down in to mini goals to show how you will achieve each goal and who you will need support from to do this. (Please see a full example of this in appendix 1)** | **When will the goal be achieved** | **Completed?** |
| **Wellbeing & Inclusion** | **Goal 1:** |  |  |  |  |
| **Goal 2:** |  |  |  |  |
| **Goal 3:** |  |  |  |  |
| **Events and Engagement** | **Goal 1:** |  |  |  |  |
| **Goal 2:** |  |  |  |  |
| **Goal 3:** |  |  |  |  |
| **Strong Communities** | **Goal 1:** |  |  |  |  |
| **Goal 2:** |  |  |  |  |
| **Goal 3** |  |  |  |  |
| **Environmental sustainability** | **Goal 1** |  |  |  |  |
| **Goal 2** |  |  |  |  |
| **Goal 3** |  |  |  |  |

## 

## Final section below can be found on next page!

## 5.0 - Overall development goals

This is the final section! You’ve made it! Please look at the first two sections and fill out the below table to outline the main goals / projects that your Student Activity will be looking to achieve this year (it will likely be the case of mostly copy and pasting). This is your chance to see what areas / goals overlap which can then be put in to 1 goal rather than a couple! Please see the appendix for examples if needed.

Before completing the table, please state what your overall vision now is for the student activity over the next year after completing the above:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key overall goals** | **Mini goals to help you achieve the main goal** | **Committee member responsible** | **How will it be achieved?** | **When will the goal be achieved?** | **Completed?** |
| **Goal 1:** |  |  |  |  |  |
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| **Goal 2:** |  |  |  |  |  |
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| **Goal 3:** |  |  |  |  |  |
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| **Goal 4:** |  |  |  |  |  |
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| **Goal 5:** |  |  |  |  |  |
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| **Goal 6:** |  |  |  |  |  |
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| **Goal 7:** |  |  |  |  |  |
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| **Goal 8:** |  |  |  |  |  |
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(Keep going, one more section to read over below!)

## 6.0 - Conclusion and next steps

Thanks for filling the above sections out! We hope that this has been useful to help you think about what the year ahead might look like.

Please see the next steps of what should happen now to make the most of all the work you have put in so far! Planning is the first step, now it’s time to execute!

1. The overall development plan table (section 5.0) should be circulated around your committee members and should be discussed at your next committee meeting again to ensure that everyone knows what is expected of them in the year ahead.

2. AUSA staff will review all development plans and surveys over the summer to start putting plans and resources in place to support you all with achieving your goals! If the programme of workshops is released and you feel that we have missed something, please let us know! If AUSA staff can’t provide you direct support, we will be able to help point you in the right direction.

3. The development plan should be reviewed monthly and any completed goals should be put in green. This makes it easy for the committee to monitor how you are performing throughout the year. In addition, it allows AUSA staff to easily identify how you are all doing and where extra support may be required!

4. This will then act as an effective handover tool at the end of the year as the current committee can show the new committee what has been achieved already and what goals are ongoing and should be carried on if possible. Sometimes things take more then a year, and that’s OK!

5. If you have any problem or questions at all throughout the year or require any support, please don’t hesitate to get in touch with [societies@abdn.ac.uk](mailto:societies@abdn.ac.uk) so that AUSA staff can support!

Appendix 1 – Examples for each section

Section 1 – Committee Member Example

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Committee member** | **Role** | **Goals** | **How will reach the goal? Break the goal down to mini goals to show how you can achieve the main goal and who you will need to gain support from.** | **When will you complete it by** | **Completed?** |
| X | Event coordinator | Goal 1: To increase the number of attendees from last year by 10% | Mini goal 1 - To create a calendar of event dates before term starts (even if it’s not clear what the event will be and whether it will be online or face to face) to ensure that members have dates in their diaries well in advance. Mini goal 2 - To work with the committee to create a survey to send out to all members before the start of the semester to understand what type of events members would like to be involved with.  Mini goal 3 - To receive feedback after each event and throughout the year so that each event is better than the last one.  If all of the above is achieved, then this should give you the best chance of increasing participation in these events. | End of the academic year |  |
| Goal 2 - To host at least one event for a chosen charity by the end of the academic year. | Mini goal 1 – To complete research over the summer of the types charities that are in Aberdeen. In addition, we aim to meet as a committee to discuss the cause that we would like to help which will then help us to choose the charity by Christmas at the latest. We will decide what the main purpose of the event will be at this stage as well.  Mini Goal 2 – To have an idea and a date set for the charity event by the end of semester 1 at the latest, we will have formed a partnership with the chosen charity by this point too.  Mini goal 3 – To advertise the event to members and external community audience no later than a month in advance of the event to ensure that the turnout is as big as possible! | End of the academic year |  |
| Goal 3 - To have a committee member in the events role by the time the AGM comes around next year that already has seen how it works and is ready to carry on the work from the current year. (succession plan) | Mini goal 1 –work hard to achieve my above goals and put a structure in place that works for the activity before Christmas.  Mini goal 2 – start to think of who might be the perfect person for the role next year over winter break and before semester 2 starts.  Mini goal 3 – To have reached out to a couple of members to encourage them on to the committee and to have them shadow me in my position over semester 2 before AGM. | Before April 2022 |  |

Section 2 – AUSA strategy areas

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| --- | --- | --- | --- | --- | --- |
| **Area - select the ones that you have chosen and sill out the survey then complete the below goals section. 2 examples are below but you can do all 4 or just 2 depending on what's relevant to your activity!** | **Goals** | **Committee member responsible** | **How will it be achieved/ Please remember to break each goal down in to mini goals to show how you will achieve each goal and who you will need support from to do this. (Please see a full example of this in appendix 1)** | **When will the goal be achieved** | **Completed?** |
| **Events & engagement (this area fits right into the above committee x goals so it would just be the case of copy and pasting as the link is there already so no need to double work)** | **Goal 1:**  **To increase the number of attendees to events from last year by 10%** | Committee member X with whole of committee supporting | Mini goal 1 - To create a calendar of event dates before term starts (even if it’s not clear what the event will be and whether it will be online or face to face) to ensure that members have dates in their diaries well in advance. Mini goal 2 - To work with the committee to create a survey to send out to all members before the start of the semester to understand what type of events members would like to be involved with.  Mini goal 3 - To receive feedback after each event and throughout the year so that each one is better than the last one.  If all of the above is achieved, then this should give you the best chance of increasing participation in these events |  |  |
| **Goal 2 - To host at least one event for a chosen charity by the end of the academic year.** | Committee member X which committee support | Mini goal 1 – To complete research over the summer of the types charities that are in Aberdeen. In addition, we aim to meet as a committee to discuss the cause that we would like to help which will then help us to choose the charity by Christmas at the latest. We will decide what the main purpose of the event will be at this stage as well.  Mini Goal 2 – To have an idea and a date set for the charity event by the end of semester 1 at the latest, we will have formed a partnership with the chosen charity by this point too.  Mini goal 3 – To advertise the event to members and external community audience no later than a month in advance of the event to ensure that the turnout is as big as possible! |  |  |
| **Goal 3 - To have a committee member in the events role by the time the AGM comes around next year that already has seen how it works and is ready to carry on the work from the current year.** | Committee member X and all other committee members | Mini goal 1 – Firstly, I will need to work hard to achieve my goals and put a structure in place that works for the activity before Christmas.  Mini goal 2 – start to think of who might be the perfect person for the role next year over winter break and before semester 2 starts  Mini goal 3 – To have reached out to a couple of members to encourage them on to the committee and to have them shadow me in my position over semester 2 before AGMs |  |  |
| **Wellbeing & Inclusion (so on this occasion you may not have a committee member responsible for this area yet so the goals will have to be created from scratch rather than copy and pasted over from the committee ones).** | **Goal 1 - To have a wellbeing officer on the committee before Christmas** | President or committee member x | Mini goal 1 – For one of the current committee members to attend the wellbeing officer session before the start of terms to ensure that the role is definitely appropriate and manageable for the committee. We need to have thought of who might be suitable for the role beforehand and invite them along too  Mini goal 2 – Work with AUSA to create the role description for the wellbeing officer and to finalise this as a committee so that the role achieves what we would like it too.  Mini goal 3 – Advertise the role out to members and the committee and then host an EGM as soon as possible in semester 1 to select who the wellbeing officer will be! |  |  |
| **Goal 2 - To increase the number of wellbeing & inclusivity projects / campaigns / events we organise from x number to x number** | All committee with possibly the wellbeing officer leading | Mini goal 1 – As a committee, we aim to sit down over summer and will look at what we have focused on in the past and then decide what areas we would like to focus on throughout the year which will increase the amount that you do in the area if possible. May send a survey out to members in addition to see what they would like the activity to focus on.  Mini goal 2 – To look at the calendar and map out when the main weeks are within these areas e.g. if its mental health then looking at when mental health weeks. Days / months are and deciding which ones we would like to reserve so that there are no clashes.  Mini goal 3 – We will decide whether its campaigns events etc that you would like to run the start planning them for the chosen date at least 2 months in advance. Members will then be notified of these dates well in advance too so that they know how to get involved. |  |  |

Section 3 – Overall development plan goals

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key overall goals (just the case of putting all of the below goals together, please try and join them up where possible. This is where you might have completed new goals that haven't been discussed above too** | **Mini goals to help you achieve the main goal** | **Committee member responsible** | **How will it be achieved** | **When will the goal be achieved** | **Completed?** |
| **Goal 1: To increase member participation in all events / projects/ campaigns that the activity organises throughout the year.**  **This example has combined the events section / events coordinator / a little bit of the wellbeing campaigns / events section all together which will make the overall wellbeing section smaller in this part, please use this example to complete the others but it should be a bit of copy and pasting at most points.** | **Creating a calendar with all of the dates that the activity has organised something on before the 1st semester starts that is available to all members** | All committee members | Looking at the general university Calendar and various wellbeing calendars etc along with asking members when best suits them for organising campaigns / events to ensure that all dates chosen work for all members. We will review how last year went during the summer to discuss whether the dates chosen last year worked or not. | By the end of October at the latest |  |
| **To ensure that all events / campaigns offer something for everyone.** | All committee members | We will send a survey out to members to see what events they expect to see from the activity and to see what they would get involved with. We will then put these all together to discuss which ones we can do and when the best time to do them would be. | Early October / late September |  |
| **Goal 2 - To host at least one event for a chosen charity by the end of the academic year. ,** | Committee member X which committee support | Mini goal 1 – To complete research over the summer of the types charities that are in Aberdeen. In addition, we aim to meet as a committee to discuss the cause that we would like to help which will then help us to choose the charity by Christmas at the latest. We will decide what the main purpose of the event will be at this stage as well. Mini Goal 2 – To have an idea and a date set for the charity event by the end of semester 1 at the latest, we will have formed a partnership with the chosen charity by this point too. Mini goal 3 – To advertise the event to members and external community audience no later than a month in advance of the event to ensure that the turnout is as big as possible! |  |  |