

Amnesty International



STUDENT GROUP COMMITTEE HANDOVER PACK

Community Organising Team, Amnesty International UK
HRAC, 17-25 New Inn Yard, London EC2A 3EA



**CONGRATULATIONS ON JOINING YOUR
AMNESTY UK SOCIETY COMMITTEE**

Who's Who

Amnesty UK has around 160 members of staff and thousands of dedicated activists working on different campaigns and events across the country. As you settle into your role you'll get to know many of these people, but for now it is important you are aware of those working directly to support you – namely the Student Action Network Committee and the Student Community Organiser.

Student Community Organiser

Ruth is the member of staff at Amnesty UK who is responsible for the development and growth of the student activist base. She manages and supports the Student Action Network Committee, as well as working closely with staff across Amnesty to ensure student groups are supported as much as possible to campaign effectively for human rights change.



Ruth Taylor

Location: Human Rights Action Centre, London

Contact: ruth.taylor@amnesty.org.uk

Direct tel: 0207 033 1729

If you ever have a question or request, your first port of call should always be to contact Ruth.

Student Action Network Committee

The Student Action Network Committee (or STAN for short) is elected each year at the National Student Conference and is made up of 8 student activists from across the country. They support the running and development of Amnesty student groups by overseeing particular regions of the country. They also work on specific, functional areas like campaigning, communications and fundraising. You can read about what each of the current STAN Committee are working on below, as well as how to get in contact with them. If you ever have a question, want some advice or suggestions about planning and running an event or campaign, just get in touch – they'd be happy to chat!

To read more about the STAN Committee please visit [this page](#) on the website or get in touch by emailing the joint STAN account: stan.committee.aiuk@gmail.com



Emily Pugh

Region: London and East

Roles: STAN Committee Chair & My Body My Rights Campaign Rep

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Marina Abdullah

Region: South England

Roles: STAN Committee Secretary & Network Sustainability and Growth

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Rose Bennett

Region: West Midlands and Wales

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Megan Hitchcock

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Rona Hardie

Region: Scotland, North England and Northern Ireland

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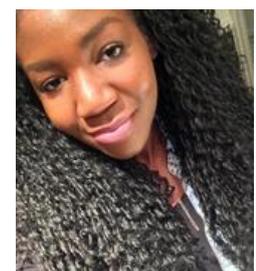


Nuri Syed Corser

Region: Scotland, North England and Northern Ireland

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Thokozile Tembo

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The Handover Process



As much as we might like to live in denial, all Amnesty Student Group members eventually leave University (sob!), meaning that keeping groups going from year to year can be pretty tricky. Committee handovers are vitally important, as they ensure that each new committee don't have to start from scratch again each year. By running strong and effective handovers, Amnesty can be confident that student groups across the country will continue to get bigger, better and more impactful each and every academic year.

Every student group organises handovers in different ways, depending on the size of the committee, how many graduating students were involved in any given year and in line with Student Union rules and regulations. There is no 'right' way to run a handover, but we've included some things below, which you may like to bear in mind:

- Make sure you get the logins and passwords to all Amnesty society accounts before the old committee disappear e.g. email account, social media, bank account etc.
- If you have been recruited for a specific role, try and make some time to go over the details with the outgoing committee member – they should have some great hints and tips to give you!
- As well as trying to meet up with outgoing committee members before the end of term, be sure to also swap contact details so you can ask questions as they come up during the following year
- How often have group meetings been held in the past? Obviously, as the new committee you can change things round if you think this is for the best, but it's always a good idea to know what's happened in the past
- How do you get access to your membership list?
- How does your Student Union work? e.g. how do you book rooms, get your events listed on the SU website, apply for funding? etc. Sitting down with the outgoing Chair and running through what the SU can offer you and how will save you a lot of time over the coming year.
- Amnesty UK often post resourcing (like placards and campaign material) to Student Union addresses (because student addresses become out of date so quickly). Make sure you're aware where you pick your post up from and what the process is. Your Freshers' Week materials will get sent to this address in late August!
- Amnesty UK send out a monthly email to all student groups, which includes campaign updates and suggested actions. How has the outgoing committee distributed this information amongst themselves and to group members?
- Do you, as a society, have any storage space at your Union?
- Is there any resourcing left over from previous years that may be useful to you?
- Do you have a list of all the things you have to do for your Student Union to ensure you continue as an official society? When do you have to register to have a stall at the Freshers' Fair? Do you have to attend any compulsory training?

- As well as being officially affiliated to your Student Union, Amnesty UK require that every student group affiliate to us too. We're reviewing this process at the moment, but it's a good idea to check with your outgoing Chair what happened last year.
- How have you managed your budget previously? Do you get funding from your Student Union? Have you ever had other forms of sponsorship?
- If your society organises any flagship events, it may be a good idea to sit down with the outgoing committee members who were involved in making the magic happen to run through what worked well and what could be improved
- Has your group been involved in any long-term campaigns that you'd like to continue in the future? If yes, touching base on past successes would be a great way to start planning for 2016-2017.
- In the world of social action, it's really important to monitor and evaluate the work you are doing so that committees after you can make even more impact. It is never too early to start thinking about how you might wish to record this. Are there any records and evaluations from last year that the outgoing committee can show you?
- Each year, Amnesty societies build really good working relationships with other societies on their campus. Make sure these relationships don't die with every committee. Who have you worked with this year? What are their contact details? How could you work with them again in the future?

Hopefully these questions will get you thinking – and we're sure you'll be able to think of tonnes more!

If you ever can't get an answer to a question, or want to talk through your ideas, feel free to drop Ruth an email on ruth.taylor@amnesty.org.uk or get in touch with your relevant STAN Committee rep (see *Who's Who above*).



Being a part of Amnesty UK

Taking on the running of an Amnesty society might seem pretty daunting, but no need to stress! Below you'll see a breakdown of the key things we think you need to know about – and remember, if you ever have a question, just get in touch. Attending Action for Change is also **highly recommended!**

ACTION FOR CHANGE

Friday 17th June

Action for Change is Amnesty UK's annual training day aimed at student group leaders from Universities across the country. Held at the Human Rights Action Centre in London, the day is designed to give you a full induction into the campaigns that Amnesty is currently working on, as well as give you the chance to meet members of staff and other student groups from across the UK.

The event is **free** to attend and lunch is provided. If travel and/or accommodation costs are going to pose an issue for your student group, then please get in touch with Ruth who may be able to help.

To find out more and register for a place, please visit:
<http://amnestyukactionforchange2016.eventbrite.co.uk>

Campaigning and Fundraising

No two Amnesty student groups are the same, as no two universities are the same. Some choose to focus solely on campaigning, whilst others get involved in a mixture of campaigning and fundraising. Some actively lobby their MPs; others build strong relationships with other societies and organisations in their local communities. It really depends on what works best for you. From Amnesty's point of view, there is not necessarily one right way to 'do' activism. We only ask that you are aligned to Amnesty's overall values and keep impact-making at the heart of everything you do.

Affiliation

All Amnesty student groups are expected to affiliate to Amnesty UK once a year. We want to be able to empower your campaigning on issues you care about by ensuring you can use the Amnesty name and brand – a powerful tool when it comes to raising awareness and seeking change on human rights issues! The affiliation process allows us to recognise you as an official part of Amnesty UK and able to represent our policies within your local communities. It also gives you the right to vote at the Amnesty UK Annual General Meeting (AGM) and the Student Network AGM, as well as ensures you receive all the latest campaign material from us for free. Affiliations will be due for renewal sometime between September and November for the majority of student groups. Further information will be circulated at the beginning of the new academic year.

Freshers' Week

During the busiest week in the University calendar, Amnesty societies tend to be out in force on campuses across the country! Each year, Amnesty UK posts freshers' packs to all affiliated student groups, containing lots of different campaigning material and useful information for the start of

term. This will be posted to your Student Union, so be sure you go and pick it up in time for the Freshers' Fair.

Student Conference

The National Student Conference is the biggest event in the Amnesty student calendar. This year it will be held on the 5th & 6th November at Amnesty HQ in London. Tickets will go on sale in time for Freshers' Week.

Monthly Mailing

At the beginning of each month, Ruth compiles and sends out what's called the Monthly Mailing – an online newsletter with campaign updates, suggested actions and important announcements from Amnesty UK. The mailing is usually sent to two email addresses per student group and is then forwarded to other committee members where appropriate. It is really important that someone in every committee is tasked with reading the mailing and passing on relevant information, as it is a key channel of communication between Amnesty UK and activists.

Resources

As an affiliated Amnesty student group you are entitled to free resources from Amnesty UK which you can use in your campaigning and fundraising. Included in your freshers' pack will be a document that lists all of the different material we currently have in stock, with information on how to go about ordering it. Until then, if you need anything for an event, just get in touch with Ruth.

Trainers and Speakers

All Amnesty activists have access to free human rights training and high-quality speakers on campaigns, skills and human rights issues. You can invite someone to come and speak at your event or hold training for the committee, by completing this [online form](#). If you have any questions, please get in touch with the Human Rights Education Unit by emailing training@amnesty.org.uk.

Social media

The STAN Committee are currently reviewing the Amnesty student network social media pages, so you can expect some changes over the coming months. However, for now, please feel free to join the [Amnesty UK Student Activism Coordinator facebook page](#) for student group committee members. This is a great place to share ideas and updates, as well as discuss current human rights issues and areas of work relating to Amnesty International.

Staying in contact

Amnesty UK supports thousands and thousands of activists across the country, doing incredible campaigning on a huge array of human rights issues. It is really important that you keep in regular contact with us so that we know what you're getting up to and can support you as best we can.

