



The National Federation of Atheist, Humanist and Secular Student Societies

AHS Workplan

AHS Workplan, 2011-2016

The AHS

The AHS is an association of atheist, Humanist and secular student societies, facilitated and supported by the British Humanist Association.

What do we want?

We want to see a thriving atheist, humanist or secular student society in every institute of Higher Education in the UK and Republic of Ireland, networked together, with a shared voice in public life, whose members can contribute to and be part of the wider national and international movement.

AIM: Building, supporting and representing atheist, humanist and secular student societies in UK and ROI

STRATEGY: We provide support to new, emerging, and potential societies, and training and advice to society leaders, publicising its availability as widely as possible.

Area of Work	What is this area?	Tasks	Notes
<i>Building societies</i>	<ul style="list-style-type: none">Stimulating the creation of new societies in institutions where no society currently existsBeing a point of contact for those interested in setting up societies and actively attempting to create societies in universities where possible, even if no contact there is presentEnsuring fledgling and established societies alike continue to grow	<ul style="list-style-type: none">Write to student newspapers in establishments with no current societyRespond promptly, professionally and enthusiastically to anyone who enquires about a new societyUse the Facebook society searcher bot	<ul style="list-style-type: none">Head of Membership has management responsibility for thisSecretary, Press and RDOs may be involved in writing to newspapersRDOs can act as mentors for recently started societies within their area,

	<ul style="list-style-type: none"> • Providing a grants system for societies to apply for money 	<ul style="list-style-type: none"> • Find society leaders, and provide advice for them in the form of guides, and personal advice • Provide details of useful contacts and organisations to those starting and running societies, as well as fulfilling this role ourselves • Maintain a grants application process 	<p>and help arrange regional joint events</p>
<i>Providing training to Society leaders</i>	<ul style="list-style-type: none"> • Training students in leadership positions in member societies to develop the range of knowledge and skills required to run successful societies. • Provide (at least twice annually) opportunities for society training in the form of workshops, which shall be run by experienced society leaders. • Holding regional or local events in the same vein where possible in order to provide for all of our members. 	<ul style="list-style-type: none"> • Run workshops and maintain a directory of them. • Have meet-ups where leaders exchange ideas • Provide information and explicit opportunities in the form of conventions and training days for leaders to ask questions to those more experienced • Ensure that each member society has a smooth and thorough committee handover process • Attempt to run a residential course for society leaders • Make sure feedback for workshops and meetups is asked for 	<ul style="list-style-type: none"> • Head of Education must maintain directory • Meet-ups may be arranged by the president via the BHA's admin staff or local universities • RDOs can act as initial contact for training issues
<i>Publishing and disseminating</i>	<ul style="list-style-type: none"> • Copy-writing, designing, laying out and publishing to website guides on 	<ul style="list-style-type: none"> • Put together guides as necessary • Monitor suitability of current guides 	<ul style="list-style-type: none"> • Head of Education must maintain directory

<p><i>Society running guides</i></p>	<p>the various aspects of running a successful society.</p> <ul style="list-style-type: none"> • Ensuring that member societies are aware of the guides and know where to find them 	<ul style="list-style-type: none"> • Introduce society running guides to individuals looking to start up societies • Publicise society running guides so that people know there is information readily available • Constant review of new potential guides and maintain a list of guides which could be produced 	<ul style="list-style-type: none"> • Secretary should assist in monitoring their applicability and age of guides • All officers should add new guide ideas to the communal list of potential guides
<p><i>Providing resources to Societies</i></p>	<ul style="list-style-type: none"> • Hosting various directories on our website which will be available to all members • Being a conduit for the resources of members societies and others • Publicising the resources we provide 	<ul style="list-style-type: none"> • Provide directories of: speakers, debates, films, workshops, social event ideas, discussion topics • Actively ask society leaders what advice they need • Making sure the website guides are up to date and links are live • Provide opportunities for external groups to advertise material they provide which is in line with the needs of members, and which the AHS supports • Provide links to national organisations which may have useful information for societies or offer services the AHS does not • Run workshops which publicise our online resources and explain their use 	<ul style="list-style-type: none"> • Stall-holders at conventions • Head of Education has management responsibility for this • Webmaster should ensure an easy method of adding new directories and creating directory entries

Officer Training Day

- Running an annual training day for officers at the start of the academic year

- Book venue and speakers
- Organise one-on-one sessions between officers who have BHA equivalents, with those equivalents
- Organise workshops
- Organise a social for afterwards

- The BHA offices are a suitable venue and BHA staff suitable speakers

AIM: Facilitating communication between member societies

STRATEGY: We will provide the means online and in person for representatives of member societies to engage with each other.

Area of Work	What is this area?	Tasks	Notes
<i>Facebook pages</i>	<ul style="list-style-type: none"> Using Facebook pages to publicise events Use Facebook pages to post articles by linking to the forum - which has the original article and the debate/discussions of it 	<ul style="list-style-type: none"> Post regularly on Facebook pages Make sure people do not spam or abuse the Facebook pages 	<ul style="list-style-type: none"> The secretary (at least) should be in every regional Facebook group The Exec should aim to join all member society pages
<i>Regional Development Officers</i>	<ul style="list-style-type: none"> Maintaining a network of RDOs to liaise with societies within each region of the UK RDOs acting as an initial contact for new developing societies, and as a local conduit for the AHS to connect with its members Acting as a point of contact to members for the Executive if they are unable to communicate with them directly Providing training for RDOs 	<ul style="list-style-type: none"> Appoint an RDO to each region who lives in that area. Hold RDO meetings fortnightly, in order to check on their progress Set tasks for RDOs including: assisting those attempting to start societies in their region to do so, talking to society presidents in their region to make sure their societies are going fine (and do not need extra support), encouraging people in their region to take part in AHS events 	<ul style="list-style-type: none"> The head of membership should be in charge of the appointment and organisation of RDOs
<i>Newsletter</i>	<ul style="list-style-type: none"> Sending a weekly newsletter, summing up society events and advertising other events/campaigns/current topics 	<ul style="list-style-type: none"> Post articles online on our news feed (and to Facebook/Twitter) Advertise society events and national events. Maintain constant research on new events to advertise 	<ul style="list-style-type: none"> Foremost responsibility of Comms officer Other people are encouraged to help write articles

	<ul style="list-style-type: none"> • Have articles on previous successful events from certain societies or ideas for future events. 	<ul style="list-style-type: none"> • Find in-depth pieces, written by a variety of people on various subjects • Attempt to make the newsletter relevant to all readers, whilst making its content varied and interesting 	<ul style="list-style-type: none"> • This is the main medium to which member societies can see what everyone else has been up to. • Aim to link to the forum when posting links in the newsletter
<i>Annual National Convention</i>	<ul style="list-style-type: none"> • Running a national convention every year: a mixture of speakers, socials and training workshops 	<ul style="list-style-type: none"> • Book venue and speakers early. Speakers can be approached through BHA • Advertise to general public as well as members • Run training workshops 	<ul style="list-style-type: none"> • The President and Secretary have ultimate responsibility for the organisation of national conventions. The Head of Education has responsibility for workshops
<i>Regional Conventions</i>	<ul style="list-style-type: none"> • Running a convention for members in a particular region or group of neighbouring regions 	<ul style="list-style-type: none"> • Similar in format to national convention • A guide to running regional conventions 	<ul style="list-style-type: none"> • The area's RDO(s) are principally in charge, overseen by the Head of Education •

AIM: Encouraging joint actions and ensure that our members’ members have opportunities to be part of the wider national and international movement

STRATEGY: We work to facilitate events and campaigns where two or more of our members cooperate and we act as a bridge for our members’ members into national and international organisations of significance.

Area of Work	What is this area?	Tasks	Notes
<i>Campaigns</i>	<ul style="list-style-type: none"> Facilitating member societies to run AHS related campaigns Running AHS campaigns and work with other groups on campaigns if this meets the aims of the AHS 	<ul style="list-style-type: none"> Consider new campaign ideas which are both opportunistic and long-term Provide guidelines on what constitutes a suitable campaign topic for the AHS to head Publicise campaign outcomes when they have been completed or reach a critical stage 	<ul style="list-style-type: none"> Campaigns officer is responsible for organising and running the AHS campaigns Campaigns officer is the AHS contact for member societies discussing campaigning
<i>National Organisations</i>	<ul style="list-style-type: none"> Fostering good relationships with national organisations with a similar ethos to the AHS Encouraging joint activities with local groups (which may be affiliated to the above organisations) 	<ul style="list-style-type: none"> Keep records of local humanist/secular/skeptics etc groups and give them to presidents Run campaigns with and encourage financial investment by national organisations Provide advertising for how societies can affiliate to national organisations Attempt to make it easy and low cost for groups and individuals to become members of/involved with national organisations 	<ul style="list-style-type: none"> Ensure that the officers are aware of any contact to organisations with specific requests Do not join up with any and all groups which approach, as they may not all be reputable

<p><i>International Organisations</i></p>	<ul style="list-style-type: none"> • Working with IHEU & IHEYO • Attend and report on international events • Foster relationships with equivalent groups in other countries 	<ul style="list-style-type: none"> • Attend and publicise IHEYO/IHEU events if possible • Make attempts to network with leaders of similar groups to our own by attending events and keeping email contact 	<ul style="list-style-type: none"> • Presidents should attempt to keep these contact points alive
<p><i>Non Prophet Week</i></p>	<ul style="list-style-type: none"> • Hold annually to support a charitable cause • Raise awareness and visibility of AHS and members 	<ul style="list-style-type: none"> • Select appropriate cause • Maximise involvement of societies by early promotion and fundraising suggestions • Make NPW as visible as possible with merchandising and attention grabbing fundraising 	<ul style="list-style-type: none"> • May help to appoint someone to lead on NPW • We own nonprophetweek.org.uk

AIM: Ensuring financial and organisational capacity to carry out the work

STRATEGY: We will engage in fundraising to ensure our future sustainability and actively seek the most talented personnel to be our executive and officers

Area of Work	What is this area?	Tasks	Notes
Fundraising	<ul style="list-style-type: none"> Getting money through donations, membership, sponsorship and awards Seek donors from within the Humanist movement and others 	<ul style="list-style-type: none"> Raise, through donations, £100 per society at the start of the year Increase network of potential donor contacts Raise the awareness of the financial aims of The AHS Build a fundraising team Seek donors and contact them in whatever means possible 	<ul style="list-style-type: none"> Treasurer has management responsibility. The BHA can provide significant help with printing, postage, potential donors and publicity.
AGM	<ul style="list-style-type: none"> Ensuring an Annual General Meeting is held and a new executive elected. 	<ul style="list-style-type: none"> Organise workshops Organise overnight stay Organise food, socials and actual AGM agenda Provide information in the form of a guide and personal advice on how to host an AGM Arrange travel information and relevant travel expenses cover Create standing orders for the AGM so that it runs smoothly, and 	<ul style="list-style-type: none"> The AGM determines how the AHS will run for the following year and who will be in the Executive. This is the opportunity, as required by the constitution, for elections and constitutional amendments to be made The intensive executive handover occurs the following day

		<p>provide opportunity for the caucus to revise these</p> <ul style="list-style-type: none"> • Make sure people are aware of any standing orders created for the AGM • Ensure the caucus is informed of motions and election candidates in a pre-planned timescale • Provide advice for the President on how to chair the AGM • Provide information on how to apply to host an AGM (including timescale) 	<ul style="list-style-type: none"> • • The chair of the AGM should know the standing orders very well • AGM organisation requires the involvement of the committee who is hosting • Timescale for AGM hosting application needs considering • Timescale for AGM motion application needs considering • Rotate the location of the AGM so that not everyone will have to travel quite so far every year
Executive	<ul style="list-style-type: none"> • The smooth election and ongoing appraisal, training and development of the President, Secretary and Treasurer. 	<ul style="list-style-type: none"> • The executive should strive to have regular meetings • President reports on his/her action plan to Board • Availability of BHA Chief Executive as mentor to President • What are the actual activities that the AHS will be undertaking? • President, Treasurer and Secretary provide handover documents and relevant information for the new team 	<ul style="list-style-type: none"> • President has management responsibility in the case of Secretary and Treasurer; Board has management responsibility in the case of the President. • The AHS handbook outlines roles

		<ul style="list-style-type: none"> This workplan should act as a guide for them to work to and add to in order to ensure consistent/smooth running of the AHS yearly 	
Officers	<ul style="list-style-type: none"> The smooth appointment and ongoing management, including appraisal and development of voluntary officers appointed to carry out the work of the AHS. 	<ul style="list-style-type: none"> Each officer is allocated an Executive member as his or her manager. Each officer reviews and develops the Action Plan for their post in dialogue with their manager. Handover documents by each officer should be created and passed along each time a new officer is appointed 	<ul style="list-style-type: none"> President has management responsibility Officer roles are defined in the AHS handbook and should be updated as roles evolve and emerge
BHA	<ul style="list-style-type: none"> Ensuring that the BHA supports and facilitates the AHS Providing national events and publications relevant to the AHS 	<ul style="list-style-type: none"> Ensure phone calls between the President and the Chief Executive of the BHA every two weeks Make use of the BHA offices and administration capabilities Make sure the BHA funds and manages the AHS's restricted account 	<ul style="list-style-type: none"> The Chief Executive and President have responsibility for ensuring this. The Treasurer should work with the BHA account management with respect to the AHS finances