

## What happens when your society is approved?

So...Societies Executive and Union Council have approved your society idea, congratulations!

However, there are a few more steps that need to be completed before you are fully set up and ready to go. The Union has to ensure that your society finances are set up, your website page, and your committee also have access to the relevant programmes needed.

Please do bear with us while we do this, but we aim to get this done as soon as possible for you!

1. We'll set you up a webpage on the uea(su) societies page. We'll get in touch to ask what your membership price will be and people can then join online. Please remember that committee also need to buy membership on the website or you won't actually be a member of the society! All membership money goes straight into your society account so it all benefits your society.
2. We'll make you a society subs account, where all your money will be kept. Your committee need to download an app called expense365, which is where you'll keep track of spending. There's some info on this [in the committee hub](#).
3. We'll invite you to a new society training session, where you'll learn about how to hold events, sell products, get storage space, promote your society, and more!
4. You'll need to keep your membership numbers up, so you might want to go on a recruitment drive! The Welcome Fayres are when a lot of people join societies, but they can join online at any time throughout the year. You might want to [book a stall in the Hive](#) to tell people about your new society, send us some publicity material to put up or [hold a Do Something Different session](#) so people can get to know what you do. You should also keep your webpage up to date, as it's the first place many students will look and a blank page can be very off-putting!
5. The last thing to say is, make sure you have fun! As a committee, you are volunteering your time to lead a group of people, so make sure you plan some fun and exciting events for your members, but also have fun yourselves!

If you have any questions at all, please do contact us at [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk) and we can help you.