



Getting Started Guide

BPP University Clubs & Societies – 2025/26

Welcome to Your Committee

Congratulations on becoming part of a club or society committee at BPP University. This guide covers everything you need to know in your first few weeks – from registering your society to running your first meeting.

New to committees?

Read this guide end-to-end before your first committee meeting. Most questions you'll have are answered here.

Section 1: Your First Steps

1.1 Complete Mandatory Training

All committee members must complete the following before your society can be formally activated for the academic year:

1. Committee Induction (online training— link sent by engage@bpp.com)

Includes: GDPR Awareness Training and Safeguarding Training.

Your Wellbeing Officer must also complete the additional Mental Health Awareness module.

1.2 Set Up Your Society Profile

The BPP Website is where members can buy tickets to events, and access documents.

Send us the documents below:

- A society logo in a circle format – no changes to the BPP logo or alteration of the lion. Please read the Branding Guideline before creating your logo.

- Write a short description (50–150 words) for your public profile

Section 2: Understanding Your Roles

2.1 The Core Committee

Every BPP society must have at minimum:

- President — overall accountability for the society
- Wellbeing Officer — member welfare and signposting support

Full role descriptions are available in the Committee Role Descriptions document.

2.2 Your SA Clubs and Societies

Your Students' Association Clubs and Societies Officer is your main point of contact for everything – events approval, funding, disputes, and policy questions. Their contact details will be shared during induction. You can always reach the team at engage@bpp.com.

Section 3: Key Policies to Know

Before you do anything else, familiarise yourself with these policies:

- Freedom of Speech & Guest Speaker Policy — required before inviting any external speaker
- Zero Tolerance & Code of Conduct — standards expected of all committee members
- Confidentiality & Data Protection Guide — how to handle member data lawfully
- Social Media & Branding Guide — what you can post and how to use BPP branding

Key rule

Never commit to spending money, booking venues, or confirming speakers before receiving written approval from your Clubs and Societies Officer. All events must be submitted via the Event Proposal Form at least 4 weeks in advance.

Section 4: Getting Help

You are not alone. Here is where to go:

- General questions: engage@bpp.com
- To report a safeguarding concern, or contact any of the student welfare and support services, including Learning Support and Mental Health and Wellbeing Teams, please use our [Student Welfare and Support Form](#).

Remember

The Students' Association is here to support you. We want your society to thrive — please reach out early rather than waiting until something goes wrong.

engage@bpp.com | bppstudents.com