



Residential Life

Hall Committee Handbook



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

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Introduction

Thank you

Thank you for stepping up to play an important role within your residence. Your role within the hall will greatly enhance the social experience of students living within your hall. It will also give you a fantastic opportunity to make long-lasting friendships and offer valuable development opportunities different from those in the classroom.

We are extremely grateful for the hard work and dedication of the hall committees. By participating in your Hall Committee you will learn to lead, communicate, work productively within a team and problem-solve.

Your studies, however, should always come first. If you do ever feel like you need support with balancing your work load and extracurricular commitments, please contact your hall warden, Rachael Elliott (Head of Residential Life), Jennifer Frances (Residential Life Officer) or the student counselling service.

Additional Rewards

A Hall Committee position will gain you content for your Personal Development Aide Memoir (PDAM). The PDAM is available to all undergraduate and all taught postgraduate students and can be found on your LSE for You page, and is intended to remind you of your achievements and help you identify the skills you've developed when writing CVs or job applications. It can also be accessed by your Personal Tutor, which will help them to present a rounded view of your achievements, should you ever ask them to provide a reference for you.

A Hall Committee position can also help you obtain a room in your hall for the following year as long as your Warden recommends your return to the hall and you apply by the deadline (which will be made clear to you later in the year). Ensure you have received approval from your Warden before applying. The Residential Services Office will require your Warden's recommendation that you continue in halls before they can make you an offer. Note that Warden recommendation, and your place in halls, can be retracted if your engagement with committee activities wanes during the Summer Term or holidays. Discuss with your warden what contributions they are expecting and ensure that you agree on a level of engagement that's achievable during your exams and the holidays (especially if you're on a 30/40 week contract).

To help with finalising your Welcome Week plans, and to allow you to interact with early arrivals in your hall you can apply to move in a few days early depending on availability (this is usually provided free of charge but varies between halls). You can usually move in on the Tuesday before arrivals day (or earlier for additional fees). Again, this is dependent on you applying by a deadline that will be advertised later in the year.

Equality and Diversity

LSE seeks to ensure that people are treated equitably, regardless of age, disability, race, colour, nationality, ethnic or national origin, gender reassignment, pregnancy and maternity, marriage and civil partnership, religion and belief, sex, sexual orientation or personal circumstances.

Equality and diversity are integral to the School's priorities and objectives. LSE supports inter-faith and inter-cultural dialogue and understanding and aims to engage all students and staff in playing a full and active role in wider engagement with society.

Any decisions you make while you're a part of the hall committee should be influenced by the principles of equality and diversity. You should try to provide equal opportunities for residents to participate in all of your events and remember that all residents will have differing needs. The diversity of the LSE community is something to celebrate. If you are interested in finding out more about Equality and Diversity within LSE and beyond, please see the Equality and Diversity section of the LSE website: [Equality and Diversity](#)

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

You can also visit the Equality and Diversity blog which is updated weekly: blogs.lse.ac.uk/diversity/

The nature of "Community"

To start with, community is a 'warm' place, a cosy and comfortable place. It is like a roof under which we shelter in heavy rain, like a fireplace at which we warm our hands on a frosty day.

Craig Calhoun, *Community: Seeking Safety in an Insecure World*

One of the main goals of a Hall Committee member is to develop and foster the sense of community in a hall. However, each hall poses its own perceived challenges to community building. In some halls there are physical challenges, such as the number of bed spaces, the layout of the building, the size of the communal areas or the geographical location. In others, challenges may arise because of the nature or length of the residents' academic programmes, especially if there's a mixture of undergraduate and postgraduate students. Similarly, having a diversity of students (from different cultures, religions or physical abilities) may also seem daunting in terms of event programming as opposed to a rich source of inspiration. Sometimes halls just don't have the culture of an active hall committee, or are more difficult to establish a committee within.

These challenges can be overcome, and in doing so you can develop and demonstrate the problem-solving skills that are much sought by employers. If you are in a large hall and find it difficult to encourage residents to attend hall-wide events you could consider holding events by floor or block. If the hall is divided into flats you could encourage residents to hold events in their kitchens, or facilitate inter-kitchen events such as a "progressive dinner" or "pot luck dinner". If your hall only has a small communal area you could consider hiring external event-space for your events – it is not

only clubs that are available for hire, but museums, cultural centres and cafes, too. If, on the other hand, your hall has a too large event space, you could consider collaborating with another hall's committee and invite their residents over to make up numbers!

If your hall is a mixture of undergraduates and postgraduates, you could consider holding undergraduate-oriented or postgraduate-oriented events as long as the provision for both groups is equal. If there are any students that you're not sure how to engage with your events programme, the best thing to do is to ask them! If a large number of students have an interest which you're not sure how to cater for, you could offer them the resources (committee budget, connections etc.) to help them run their own event. This has the plus side of making students who might otherwise feel isolated feel like they're a valued part of the community.

Please don't be put off if your hall doesn't have the culture of an active hall committee. You are in a position to set a precedent which creates the culture of an active hall committee the following year. The key is consistency – publicising your events well and holding them regularly, even if the turnout is small to start. Don't forget that you have a wealth of support within your hall to help you to remain an active hall committee – you can draw on the wealth of experience shared by your Warden team. You can also request support from staff in Residential Services – contact details can be found in chapter eight of this guide.

Working as a Committee

Representation

Residences User Group (RUG)

As a Hall Committee member, it is your responsibility to provide a voice representing the needs and opinions of your fellow student residents. You have the opportunity to liaise with Hall and School management to make sure student concerns are communicated.

One member of each Hall Committee (usually the Hall Committee President) is invited to attend the termly Residences User Group (RUG). RUG is designed to provide a forum for the discussion of issues of concern and interest to users of the School's student residences.

For more information about the membership and attendance of RUG please visit:

<http://www.lse.ac.uk/intranet/LSEServices/governanceAndCommittees/committeesAndWorkingGroups/residencesUserGroup/termsOfReference.aspx>

RUG can be an invaluable tool for Hall Committee members to bring items to the attention of residences management and to seek resolution and support for any troubles you may be experiencing.

If the President is unable to attend they should nominate another committee member to attend on their behalf.

Outreach

From time to time various teams around the school will ask for your help to run various central events. These could include Open Days, Wellbeing Stalls, Student Services Showcase and Fresher's Fayre. Wherever possible please try to volunteer your time at these events. It provides an extremely valuable 'student voice' for current and prospective students, and also offers you the opportunity to meet other key staff from across the School which may be able to support you with a different initiative later in the year.

Working alongside other people in your hall

It is the dedication and cooperation of different students and members of staff employed and living within your hall that will create a successful residential experience. Hall Committee members are among the most visible members of the community, and you might therefore be approached by students with queries that you don't feel able to answer. You should be prepared to work closely with other members of the residence community to assist your residences and achieve your goals.

The Warden's Team

The Warden's Team consists of a Warden, who is usually an academic member of LSE staff or from one of LSE's Professional Services, and several Subwardens, who are normally LSE PhD students. They provide support and assistance to ensure the personal and social wellbeing of hall residents. They should be contacted if you have any concerns about the wellbeing of your fellow residents, if anything goes wrong, or in case of emergency. If you're unsure of how to contact your Warden, please visit the "who's who" section of your hall's webpage at: lse.ac.uk/currenthallresidents

Peer Support

Peer Support is a proven successful programme that runs at many universities in the UK and the US. It provides students with a space to talk and be listened to. It can sometimes be hard to talk to friends and family about certain issues, therefore Peer Support provides a crucial service for students to talk about anything they are worried about or troubled by. Peer Supporters are not counsellors, nor can they provide students with solutions to their problems. However Peer Supporters have been specifically selected and trained in listening, questioning and responding skills to ensure they are able to help other students to reach their own solutions.

All Peer Supporters are available to support all LSE students, even if they do not live in the same hall.

In previous years, Hall Committees and Peer Supporters living in halls have worked together to arrange events or run wellbeing campaigns.

For more information about the scheme, and the names of any Peer Supporters in your hall, please contact your Warden, or visit:

lse.ac.uk/intranet/students/supportServices/healthSafetyWellbeing/adviceCounselling/studentCounsellingService/peerSupport/peersupport.aspx

Residences Sustainability Champions

Residences Sustainability Champions (RSCs) are students living in halls who work together towards the shared vision of a sustainable society. There are between two and six Sustainability Champions in each hall of residence, each committed to improving the environmental and social performance of their hall during their stay. RSCs will help to promote green initiatives within the hall, such as the NUS Student Switch Off and the Green Impact competition.

To learn more about how you can help your hall become more sustainable, visit: [Sustainability at LSE](https://www.lse.ac.uk/sustainability)

Front of House Team

The Front of House Team is responsible for ensuring that you have a clean and safe living environment within your hall. If any students approach you with maintenance concerns, please ensure that they report it to the Front of House team – they can't fix a problem they're not aware of!

Communication

Word of mouth

Word of mouth is a powerful mechanism of communication. In the close community of your hall it will be an important tool for you to spread information and influence your fellow residents.

Sprinkled among every walk of life, in other words, are a handful of people with a truly extraordinary knack of making friends and acquaintances. They are Connectors.

Malcolm Gladwell, *The Tipping Point: How little things can make a big difference*

As a Hall Committee member, you should be acting as a Connector between others in the hall. You should spread positivity and boost morale. Use events to speak to and connect large numbers of people. Discourage the spreading of rumours but encourage the spread of useful information.

Your voice will carry influence and respect. It is your responsibility to ensure this influence is used correctly and well.

Hall Committee Email Addresses

Each Hall Committee has a committee email address that the President and one other member of the committee (usually the Secretary) can access. You should develop a routine for checking this email address regularly to respond to queries.

To make the Committee mailbox visible from within your own mailbox, follow the instructions in [Appendix C](#).

We will try to update committee mailbox permissions so that the new committee members can access it as soon as possible after the hall elections, but the change can take a few weeks to administer. Contact Residential.Life@lse.ac.uk if you have any trouble accessing these mailboxes.

Residences.Bankside.Committee@lse.ac.uk
Residences.ButlersWharf.Committee@lse.ac.uk
Residences.CarrSaunders.Committee@lse.ac.uk
Residences.GrosvenorHouse.Committee@lse.ac.uk
Residences.HighHolborn.Committee@lse.ac.uk
Residences.KingsCross.Committee@lse.ac.uk
Residences.LilianKnowles.Committee@lse.ac.uk
Residences.Northumberland.Committee@lse.ac.uk
Residences.Passfield.Committee@lse.ac.uk
Residences.Rosebery.Committee@lse.ac.uk
Residences.Sidneywebb.Committee@lse.ac.uk

Listserv Mailing Lists

The committee email address is given permission to post to the hall's Listserv (aka mailing list). The LSE email accounts of all hall residents are added to the Listserv at the beginning of the year, so all residents will receive any messages which are emailed to the listserv address. The Listserv is an

excellent means of communication and can be used to circulate committee meeting notes, promote events and ask for feedback.

Social Media

You may also find it useful to set up a Facebook group for your hall residents. You can choose whether to have an ongoing one available for all residents (past, present and future), or create a new one for each academic year. Be sure to mark it clearly, whichever you choose. If you choose to create a new Facebook group each year consider what will happen to the old one (e.g. if it stays active, who will monitor it?).

Facebook groups will provide applicants and students with the opportunity to virtually meet their neighbours and get to know each other in advance of arrival. It is also an excellent way to publicise events, both during Welcome Week and throughout the academic year. It is important to remember, however, that not all residents will be a member of this group, and some might not use Facebook at all. You must therefore make the effort to ensure that all events are published elsewhere. If you do create a Facebook group, please make sure you monitor it consistently. It can be a target for “spam” (unwanted advertising), occasionally used for inappropriate messages from residents or users posing as students, or used to highlight maintenance faults or other more serious concerns. It is wise to allow the Front of House Team and Warden Team access to your pages so that they can help you monitor any concerns.

You could also establish a Hall Committee Twitter or Instagram account as an additional communication channel.

Please see lse.ac.uk/intranet/LSEServices/policies/pdfs/school/guiSocMedStu.pdf for the School’s guidance on the use of social media for students.

Advertising within the hall

You should be careful not to rely on only one type of advertising. As well as utilising emails and social media, it might be an idea to use a physical notice board within the hall. You could use this to display details of events and campaigns, as well as your photos, contact details and bios. You could even save the trees and ask your Front of House Manager if you could display messages on the rotating plasma screen at reception.

Please be careful not to rely only on posters either, as this may disadvantage any residents who suffer from impaired vision. If you do find yourself planning an event that relies on posters, remember that Residential Services has access to software to enhance printed materials for the visually impaired.

Contact Residential.Life@lse.ac.uk with any questions about using this resource.

Under 18s

It is important to remember that some halls will include residents under the age of eighteen. Think about how a younger resident may be excluded from an older community and think about how to

address this. Think about problems they may have socialising with an older group and help them feel comfortable joining group activities.

Make sure that entertainment and events that you plan are suitable for an under 18 resident, or make sure that suitable alternatives are provided.

Relevant information that may help you with this can be found in the 'Welcome Week' and 'Organising events' sections of this document.

International Students

Social events

Social events are integral to the happiness of an international student. Sociological studies have shown that an international student's happiness will vary subtly throughout the year. The table below shows the variations in mood experienced by most international students over time:

Figure 2. The W-Curve of Intercultural Sojourning



Based on Oberg (1960) and Gallahorn & Gallahorn (1963)

With this in mind, you should plan varied events to improve the morale of your community. Communities within halls are richly diverse and include students from many cultures. When organising events, it can be easy to simply cater for the majority of student interests without taking account of differences in culture.

International students can feel excluded from certain events for a number of reasons. They tend to be older, with a higher level of maturity than younger UK undergraduates. Some may come from cultures where alcohol is forbidden and may spend more time studying than an average home student.

Added to that, large differences in culture can be daunting, making it difficult for students to interact with one another. Even when encouraged to join in events, international students may still feel left out if the event is not inclusive of other cultures.

When thinking about event planning, you should think about ways to involve international students in a way that is easily relatable. Consider running smaller mixed culture group events such as:

- Walking tours
- Sporting events
- Museum guided tours
- Food or dining experiences
- Shopping trips

As well as events planning, you should try to help International students feel at home as much as possible and give help offering advice when advice is needed.

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

Sex, relationships and gender

UK culture has a high degree of openness when it comes to relationships, sexual orientation, and the equal status of lesbian, gay, bisexual and transgender relationships. Students from some cultures can be surprised or shocked by this openness and, as a result, differences of opinion or exclusion may occur.

Some international students can find public displays of affection between UK couples confusing and offensive and the open existence of lesbian and gay groups can be equally shocking to students of certain cultures. Contraception is accepted in some cultures but not others. Conversely, UK students and staff may be quick to draw stereotyped assumptions over the issue of sex and relationships when it comes to International students. For example, that some female international students will prove to be naïve or ill-informed about sex and contraception, or that men from certain cultures are, as a rule, demanding in relationships and less respectful of women's feelings.

It is important to discuss issues of sex, sexual orientation, gender and contraception within the halls, but to do so with sensitivity, and to direct students who may feel uncomfortable with the UK culture around these topics to the necessary support. Public information relating to sexual health should be readily available to all students and you should know where to refer students over a range of issues that they may encounter.

It is equally important to understand that LSE is committed to maintaining a positive environment for each and every member of our community. Therefore, any instance of discrimination, harassment or bullying on the basis of sexuality or gender are not tolerated and will be addressed by the Warden under the terms of the Licence Agreement or under the School's Disciplinary Procedures for Students.

For further advice, refer to: [British Council: Cultural connections](#)

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

Food and Diet

Many international students have communicated that food is a powerful factor in feeling at home. As a result, many universities have made sure that their catering departments are inclusive of the needs of other cultures and religions.

Cooking and eating for some international students is a social event. Residents from certain cultures may take up more kitchen space and time in pursuit of social interaction. You should be sensitive to this when planning events or encouraging students to socialise. You should encourage students of different cultures to eat meals together. You should also make sure that any catered events you organise are inclusive of other cultures.

You should take dietary requirements seriously. Many Muslims will eat only halal meat (meat slaughtered according to prescribed Islamic rules). Orthodox Muslims and Jews will not eat pork products of any kind. Most Hindus will not eat beef. Sikhs will not eat halal-slaughtered meat and Jews will not eat shellfish. You should also take into account Kosher and vegetarian requirements.

Some students may not drink alcohol, so ensure that there are exciting and appetising alternatives available for non-drinkers, and watch out for alcohol being unexpectedly present in food items (e.g. cakes or chocolates).

If you live in a catered hall, talk with the Chefs about recognising cultural events with a particular cuisine (e.g. Chinese New Year or Thanksgiving).

When planning events, you must think about the needs of your audience and reflect their needs accordingly.

Welcome Week

LSE Welcome Week (previously known as Orientation) provides new students with the opportunity to learn all about LSE and their place in it. Within the halls, Hall Committees have a chance to help the new students to settle into both the hall and the wider school. This could be the first time that new students (undergraduates and postgraduates alike) have lived away from home, in a new university, a new city, or a new country. As you will remember, it can be a daunting experience, so hall committees should make sure that they create an atmosphere within their hall that is friendly, welcoming and relaxed.

Move-in day

This will be the first impression that new residents receive of the hall, and the first time that you meet the new arrivals. Hall Committees are given the opportunity to move in to their hall early (pending recommendation from your warden) to ensure that you are settled in time to help out with this important day. Discuss with your front of house manager and warden to see how the Hall Committee can best fit into the move in day schedule. You should help reception staff to make sure that check-in runs smoothly and take the time to introduce yourself to new residents and explain your role. Let new residents know how they can find out about upcoming Welcome events. You should be a visible presence throughout the hall. Remember that arriving in a new home and meeting new people can be daunting, so do your best to help facilitate introductions and conversations.

First evening

Give the new residents an opportunity to get to know each other in a friendly atmosphere. Whatever event you plan for the first evening, you should keep an eye out for people by themselves and help them to take part in the evening's events. Perhaps knock on someone's door to say hello if you've noticed that they haven't left their room. If you go out clubbing, look after new arrivals who may not know how to stay safe in a city environment, or who may not be used to the British drinking culture. Also remember that not all students enjoy heavy drinking or clubbing, but will still want to get involved and meet people. You should plan an additional event which is not alcohol centred, such as a board game night, pizza party, or a table-top game tournament. Perhaps avoid planning a movie night towards the beginning of the week, because this will not give the residents the opportunity to talk to one another.

Daytime activities

New residents will have compulsory university administration to complete during the first week, such as registering and attending course inductions. Make sure that any of your day-time events do not clash with any compulsory LSE events. They should also not clash with any optional events wherever possible. Resident's will also be registering for a GP and dentist in London and there is a

wealth of Welcome Week events (such as the Student Services Showcase, the Houghton Street Fayre or SU Freshers' Fayre) going on on-campus.

We would recommend that you hold several guided walks to campus to help residents learn their way, because not everyone will need to go there at the same time and small groups are always better. You may also want to organise your own campus tours of your favourite places to eat, study and relax; as well as host a tour of the amenities in the local area surrounding your hall.

You could also wish to consider holding the following events:

- Group trip to a nearby home store. This allows students to pick up small items for their rooms and get to know each other over refreshments and the journey. However, you should not encourage large or expensive purchases. Many international students will be unable to take items back with them on leaving halls. Encourage students to check for recycled furniture first at a Re:Love fair. Visit: [Re:Love](#)
- A walking tour from a London "Blue Badge" guide. These guides can offer an insight into the history of London and London's culture. We have previously used "London Undone" ([londonundone.net](#)) and had a positive experience. Other guides are available from [britainsbestguides.org](#). Do remember to check out the reviews before deciding on a specific tour guide.
- Visiting a local station to show students how to get and register an Oyster Card.
- Arranging for a local GP to be available in Reception/Common Room to encourage registration. Remember to check this with the Front of House Manager and Warden before finalising arrangements.

Evening activities

LSU host a variety of popular club nights throughout Welcome Week. These are a great way for new residents to meet both those from their hall and the wider LSE community. A full list of events can be found online at [lsesu.com/whatson](#).

You will be tempted to show the new residents lots of the exciting things London has to offer. London has a lot of unique activities which can make for a memorable Welcome Week, but if you want to build a strong hall community that outlasts the excitement of the first few weeks you should also ensure that you hold events in your hall. If you go out in London every night, the new residents might not expect in-hall events throughout the year. If you want to run a regular quiz/movie/games night, it is a good idea to establish it during Welcome Week.

LSE events throughout the week

All new students are required to attend events run centrally by the School and by their individual Department. There are also events organised by the Students' Union. Each event is designed to let

different groups of students know more about different aspects of the School and the many services and opportunities open to them as a student.

You should encourage the new residents within your hall to attend as many of these events as possible – perhaps by organising group walks to campus in advance of key events. Key events will be publicised in the Welcome Week Guide which will be given to residents upon arrival and are also available for collection across campus. You should try to be aware of the different events that are held for undergraduate students, General Course students, Graduate students, LGBT students and disabled students in case you get asked any questions. If it's not practical to hold a particular type of event at your hall, consider arranging a group trip to the central event. An electronic timetable of all events can be found online.

Information about LSE events that have been scheduled for Welcome Week can be found online at: lse.ac.uk/orientation.

Residences Ambassadors

For the last three years, LSE Residential Services have been piloting a new scheme, whereby LSE students act as “ambassadors” to intercollegiate halls to help connect LSE students in University of London (UoL) accommodation with LSE more centrally. They can also help in LSE halls (particularly postgraduate halls) where there is a depleted Hall Committee team. Please let Residential.Life@lse.ac.uk know as soon as you can if you will need support from the Ambassadors.

Ambassadors will be contacting Committees of LSE halls near the UoL halls to discuss planning joint Welcome events. Hall committees should work with these ambassadors to ensure that their events are open to students from intercollegiate halls. Please make the ambassadors, and the Intercollegiate Hall residents feel welcome at your event.

Organising events

Event Programming

An event programme is a series of planned activities which provide residents with an opportunity to interact and get to know other residents. It will help to develop a positive, inclusive community. You should aim to have a diverse events programme which encourages participation from all residents. Your election onto the hall committee has given you the opportunity to directly influence the types of events that are held in your hall.

By holding a wide variety of events, you can directly improve the sense of well-being among residents in your hall. A strong event programme will build a community in your hall, and help residents establish life-long friendships.

While social events are important, so are those that support academic learning, promote healthy habits, make residents feel like part of a community, provide entertainment and embrace different cultures and traditions. Incorporating all of these ideas into your events calendar might sound like a daunting prospect, but it's made easier by breaking each area down. Events currently held in your hall will probably already contribute to multiple areas of wellness!

At the end of every term the Events Organiser(s) should submit a log of all events run to Residential.Life@lse.ac.uk.

This document should include the event title and aim, date, time and location, the rough cost of the event, how many people attended, and any notes or comments. This will be used by future committees for inspiration and to see which events have been successful / what lessons have been learned. Over time we expect this to become an incredibly valuable document for new committee members.

In addition, a standing item on the Agenda of the RUG meeting in Lent Term is 'Hall Committee Activity'. This document will help the President (or their representative) talk to this item.

Types of events

1. Social
 - Club nights
 - Movie nights
 - Day trips
2. Academic / educational
 - Study groups
 - LSE Public lectures (please visit lse.ac.uk/publicevents for upcoming event information)
3. Health and wellbeing
 - Subsidised yoga / meditation classes

- Sports tournaments
- Walking / running groups
- Campaigns / Initiatives encouraging healthy behaviour
- 4. Community engagement and the environment
 - Volunteering opportunities in the local area
 - Green Impact teams
 - Student Switch off activities
- 5. Arts and entertainment
 - Theatre trips – take advantage of student discounts and group booking discounts
 - Comedy clubs
 - Live music
- 6. Diversity, culture and traditions
 - Search online for a list of religious and cultural celebrations that you could incorporate into your committee activities (e.g. Diwali, Chine New Year, Thanksgiving) as well as campaigns you could support (e.g. World Mental Health Day, Holocaust Memorial Day, Black History Month).

Key considerations when planning events

There will be plenty of opportunities to organise events throughout the year, not just during Welcome Week. It is a good idea to map out your potential events at the start of the year; this will also help with budgeting for the year.

You will need to consider the following:

- Date – does this event clash with an exam period, common deadline or popular SU event? If so, it might not be as well attended as you might hope.
- Location – will the location appeal to the majority of your residents, is it easy to get to, and is it accessible for any wheel-chair users (or other students with limited mobility) you might have in your hall?
- Capacity – how many people can attend? If there is limited availability, how will you ensure that the distribution of places to residents is fair? Will you be able to sell enough tickets to cover costs?
- Risks – you should be aware of any risks inherent with the type of activity you are planning and take appropriate precautions.
- Approval – Hall Committees should always seek their Warden's approval before planning an event in the hall's common areas.
- Post-event – have you made adequate provisions for cleaning up after the event? Communal areas are important to everyone in the hall and should be respected. Late night events will need to be cleared before the following morning in case others plan to use the area for early morning activities.

Note that your responsibility is not just to organise an event, but to run and manage it until conclusion. Ensure that there is at least one committee member present and available to deal with any problems that occur – e.g. students not mixing, last minute venue changes, students falling ill,

spillages etc. To deal with such problems effectively you should remain sober enough to take control of any situation.

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

Alcohol-free Events

Welcome Week is a great opportunity to have fun before your classes start, and many residents will want to experience the local nightlife. There will be some residents who might not drink alcohol for medical, personal or religious reasons, but who will still want to partake in the social life of the hall. Alcohol-free late night event programming is a recent phenomenon in US universities and it's making its way to the UK. Alcohol-free events don't have to be boring, and (if marketed right!) could be equally as popular as the events including alcohol. If you're enthusiastic about it and encourage participation, your fellow residents will be excited for it too.

Here are great some ideas for alcohol-free alternatives to the usual Welcome Week activities:

- 1) A café crawl at the same time as the pub crawl
- 2) A dance class at the same time as a club night
- 3) A trivia night / game of Rock'n'Roll bingo at the same time as a pub quiz
- 4) Ice cream or popcorn bar in the common room with lots of different toppings instead of an alcoholic bar

For more alcohol-free event ideas, please see [Appendix D](#).

As well as providing alcohol-free events, you should also make sure that there are exciting no-alcohol drinks options at any common room events. You can find hundreds of simple, non-alcoholic cocktail recipes on the web, that will make non-drinkers feel much more included than a warm coke or flat lemonade!

- Find a focus for every event that is not drinking. Events such as quizzes and karaoke are great, because people can enjoy a drink or two, but it isn't the main focus or activity. An array of nibbles, light snacks, and games will be welcomed by drinkers and non-drinkers alike.

Thinking about residents with disabilities

Here are some hints and tips to bear in mind when planning events and activities

Try to anticipate how disabled students may access your events. It's a good idea to include a statement in your publicity such as 'please contact us if you have any access needs'. If a student contacts you to tell them they have a disability or impairment, ask them what would best facilitate their participation in an event – they are most likely to be the expert on what works well for them!

It's helpful to recognise that many students have hidden disabilities, such as dyslexia, visual/ hearing impairments, long term medical/ health conditions or mental health difficulties.

As an example of a reasonable adjustment, a student may have significant back pain, and be unable to stand in a long queue to collect a ticket. In this case, it would be reasonable to provide them with this in advance.

Some students prefer not to declare their disabilities to the hall or the School, which is their right. The Disability and Wellbeing Service (DWS) is available to provide confidential advice to students. Some students may wish to make contact with a LSE Peer Supporter, which can be another useful route. If you are not sure how to respond to a student's request, you can always contact DWS for further advice - Disability-Dyslexia@lse.ac.uk or 020 7955 7767.

Disability is increasingly seen as a valued aspect of diversity within the School. As in many parts of LSE, it's a good idea to recognise the range of different types of students you'll encounter in your roles. It is important that you embrace this aspect of your work on your Hall Committee.

Thinking about international residents

Most of the points about planning events for international students have been covered earlier in this document under 'International students'. However, here is a quick recap of some important tips to remember:

- Overcome language barriers by speaking more slowly than usual and avoiding slang words; pause regularly and check that the other person has understood.
- Take the time to learn how to pronounce people's names properly; check you have it right.
- Include an icebreaker in your activity. This could be no more than an opportunity for people to say hello to the person nearby, or a more structured activity whereby everyone has to introduce their neighbour to the rest of the group (and perhaps include an interesting fact about them).
- Avoid activities that rely upon drinking alcohol.

Please note that the LSE follows the guidance on gender segregation from the Equality and Human Rights Commission: [Guidance on gender segregation](#)

Sustainable events planning

There are many practical actions you can take in support of your residences environmental action plan and the world we live in. To see an 'Elevator Pitch' for promoting sustainability in your hall, visit [Appendix E](#).

When organising events you should think carefully about their environmental impact. All of your events should allow residents to enjoy themselves with a clear environmental conscience.

- Planning - order the amounts you *need* to avoid waste of food and drink! Consider getting RSVPs in advance so you know how many to cater for. Ask front of house or cleaning staff for recycling bags / bins and ensure residents use them.

- Purchasing - does your drinks/food supplier apply any environmental or ethical criteria (e.g. Fairtrade, Local or Seasonal produce)?
- 'Reveal' your food and drink in stages - Stops 'hoarding' of drinks & food and reduces leftovers and wastage at the end.
- Unplug - Save electricity by not leaving PA equipment and lighting on before and after events.
- Slop Bucket - encourages 'dregs' to be emptied and enables the recycling of aluminium cans which are energy and resource intensive to produce from scratch.
- Place recycling bins visibly (recycle aluminium cans, glass bottles and plastic cups) - Scrape plates of food for compost.
- Digital invites (Facebook, Email) - better than paper flyers and posters. If you do print any, recycle them afterwards

To learn more about how you can help your hall become more sustainable, visit: [Sustainability at LSE](#)

After the excitement wears off...

Once your initial events are over and the new residents establish their study routine, the excitement of being in a new environment and a new city can wear off. The happiness of residents can vary subtly throughout the year and you should be mindful of the morale of your community.

As a team, keep your eyes open for new arrivals who are not settling in, or who seem to be having trouble making friends with people. If you have a regular group of attendees to your events, consider how you can reach out and appeal to others in your residence.

The first few weeks at university can be overwhelming for some students. Make an effort to reach out to anyone who is alone.

Throughout the Year

Welcome Week is an important time of the year, because it gives new residents the opportunity to connect with their fellow residents, the hall, LSE and the London environment. The work of the Hall Committee is an invaluable part of Welcome Week, which is why there's a whole chapter of this handbook devoted to it! However the work of a Hall Committee isn't finished by the end of second week of Michaelmas term, and they continue to work hard throughout the academic year.

Identifying key times of the year

Committee Recruitment

You will remain in post until a new committee is elected and in place. You will need to work with your Warden to arrange the nominations, elections and results event. Think about how to encourage residents to nominate themselves, and focus on how to get the whole population involved in voting.

The New Year

The return to the hall after the Christmas break can be difficult for a lot of students. It can be difficult to leave friends and family at home, especially when the return to LSE involves a return to essays and exams as opposed to the excitement of Welcome Week at the beginning of the year. It's important therefore that you hold events which welcome residents back and make them feel connected to your residence community.

Exams

During the exam period, revision and preparation should take precedence over social activities in the hall. The Hall Committee can, however, still use their resources to enhance the residential experience during this period. Have you thought about asking your Warden or Front of House Manager to make the common area or dining room available for 24/7 quiet study? Perhaps you could make a selection of brain boosting snacks available? Blueberries, blackcurrants, pumpkin seeds and nuts are all a great source of nutrients to help boost your brainpower. You could also run a Stressbusting event (aromatherapy / massage), or a procrastination / stress management talk. Contact the [Student Wellbeing Team](#) for ideas and support.

Post Exams

There is a relatively short window between exams finishing and students heading home for the summer, especially since the dates of final exams vary according to programme and module choices. There's nothing worse than sitting in your room studying while you can hear the noises of celebrations around you, so please don't plan hall-wide events while others still have exams! If you're planning on holding a big end of year party (remember, a lot of students won't be returning to halls next year!) remember to advertise it well in advance to ensure that guests can plan their travel home accordingly.

Use up budget – buy things to improve the hall if you’ve run out of time to host events, though make sure to leave some money to begin planning the following year’s Welcome Week.

Summer

For halls with 50 week contracts you will have students in halls until September. Consider how you can help them still feel part of a community. Students in halls over the summer will likely be working towards dissertation deadlines so may need similar support to that offered during the Exam period (e.g. Stressbusting event (aromatherapy / massage), or a procrastination / stress management talk.) Contact the [Student Wellbeing Team](#) for ideas and support.

Committee Roles

Core Positions

President

The President leads the Committee, takes an overview of all activities and chairs Hall Committee meetings. The president also represents the residents of the hall with the hall administration, the LSESU and the Residences User Group (RUG). The president will have access to the Hall Committee email account and will therefore be able to make use of the Listserv mailing list to contact all residents of the hall.

The President will chair regular committee meetings, allowing residents to put forward their views and ideas. The minutes for this meeting will be distributed by the Secretary.

Secretary

The Secretary is responsible for the administration of the Committee. This includes tasks such as minute taking and communicating with the residents of the hall. Channels they might use include emails, posters, or social networks. The secretary will have access to the Hall Committee email account and will therefore be able to make use of the Listserv mailing list to contact all residents of the hall.

Treasurer

The treasurer takes responsibility for the Committee funds, which are made up of the “common room” fee that you pay with your rent. The treasurer maintains income and expenditure accounts, operates the bank account, approves purchases and reimburses expenses. Each term an up to date, comprehensive set of accounts and the latest bank statement should be submitted to Residential.Life@lse.ac.uk in order for the next term’s common room fees to be released to the committee. Please see more information about the treasurer role, including submission deadlines and payment dates, in [Appendix F](#).

Training for this role is available and can be arranged via the LSESU Community and Welfare Officer.

Please note: Tighter money laundering regulations, and increasing identity fraud, have made banks cautious about who they allow to be named on a British bank account. As such, students unable to provide proof of address in the UK for the previous 12 months will struggle to become signatories on the committee bank account and will be unable to fulfil the requirements of the committee Treasurer role.

Students unable to provide proof of address in the UK for the previous 12 months are advised not to stand for the committee treasurer role but are instead encouraged to stand for any other role on the committee.

Optional Positions

Vice President

The Vice President represents the President in their absence, and helps to ensure the smooth running of the Committee.

Community and Welfare Officer

The Community and Welfare Officer is responsible for making sure that all residents feel happy and supported in their hall. They will work to publicise the professional support available from other services, and arrange campaigns encouraging residents to take action to look after themselves.

There is often a male and a female Community and Welfare Officer at each hall to ensure that both male and female residents have someone they can relate to, and who can focus on specific issues that may only effect male or female students. However, together they will cater for the needs of all residents. Community and Welfare Officers will likely work closely with the Peer Supporters assigned to their hall.

Events Organiser

Social activities are a focus of the Committee's activities. The event manager is responsible for planning, organising and publicising events with the help of the other Committee colleagues.

At the end of every term the Events Organiser(s) should submit a log of all events run that term to Residential.Life@lse.ac.uk. This document should include the event title and aim, date, time and location, the rough cost of the event, how many people attended, and any notes or comments. This will be used by future committees for inspiration and to see which events have been successful / what lessons have been learned. Over time we expect this to become an incredibly valuable document for new committee members.

International Officer

The international officer has the interests of residents from other countries at heart - and helps to promote a truly international feel in the hall.

Environment and Sustainability Officer

The environment and sustainability officer is responsible for creating awareness of environmental and sustainability initiatives within the residence. They work to ensure that all Committee activities are as sustainable as possible. They are also responsible for helping to execute programmes regarding energy consumption reduction, promoting recycling and environmentally friendly living. They will work closely with the Sustainable LSE team, the Residences Sustainability Champions and the Green Impact team at the hall.

Postgraduate Officer

The postgraduate officer is in place to represent the needs and preferences of the resident postgraduate community, to publicise postgraduate-focused events taking place on campus and to organise postgraduate events in the hall.

General Course Officer

The General Course officer is in place to represent the needs and preferences of the resident General Course community, to publicise General Course-focused events taking place on campus and to organise postgraduate events in the hall.

Equality and Diversity Officer

The Equality and Diversity Officer promotes diversity within the hall and ensures that the needs of all members of the community are met. They will also represent the community if there are any changes that need to be made to make people feel more comfortable in the hall.

Handover

Bank accounts

You should consult your bank in advance for information about how to change the signatories on the committee account to speed up handover between committees. Ensure that you are in a position to tell the newly elected treasurer exactly what information they need to show to the bank in order to be added as a signatory. Your bank will confirm, but as a general idea you will usually need to show personal ID and evidence that the responsibility for the account has been legitimately transferred (e.g. election results and minutes of meeting where transfer of responsibility is agreed). It might be an option to ask your warden to be a named signatory of the account to provide consistency between committees, especially in Postgraduate Halls where the previous treasurer may not be present when the new treasurer is appointed.

The handover between committees occurs during Michaelmas term, midway between accounts submissions. As an outgoing treasurer, please ensure that all your records (digital and paper) are handed over to the new treasurer to ensure that there is no delay to them submitting Michaelmas Term accounts and obtaining the Lent Term funds. This is especially important if you are a General Course or Postgraduate student who is not returning to LSE in Michaelmas term. In this case, ensure that a continuing member of the committee and/or your warden has access to all the relevant documents to pass on to the new committee.

More guidelines can be found in the constitution here: [Committee Finances](#)

Website

Each hall has a “who’s who” page (accessible via each hall’s section of lse.ac.uk/currenthallresidents). There is a particular section for the committee. The name, LSE email address and photo of each committee member is displayed on this website, alongside the title and description of their role. This is to help residents recognise you around the hall, and to know who to contact for any particular issue. Please send a good quality photo of yourself to Residential.Life@lse.ac.uk as soon as possible after you’ve been elected so that this can be uploaded. If you do not wish to have your photo displayed, please also contact Residential.Life@lse.ac.uk.

Hall Committee Email address (and access to the Listserv)

Each Hall Committee has a committee email address that the President and one other member of the committee (usually the Secretary) can access. We will try to update the permissions to the committee inboxes as soon as possible after the hall elections, but the change can take a few weeks

to administer. In the meantime both your front of house manager and warden can send emails via the listserv on your behalf.

Social Media

If your Committee has accounts on any social media (Facebook, Twitter, Instagram etc.) please set aside time to transfer ownership/admin rights of these accounts. When the new committee takes over, it is wise to check all information associated with your account. For example, if all the individual committee members' email addresses listed on the Facebook Page description, they will need to be updated.

Who can help?

There are many people within your hall and the wider School who can help support you with your Hall Committee positions. Here is a selection. It would be sensible to seek these people out early in your term on the committee to introduce yourself and explore ways you can support each other's work.

Warden's Team

The most important figure of support available to you is your warden. They are available to you throughout the year at your hall and have the authority to assist you in a broad range of matters.

When your warden is not available, you will always be able to speak to one of a dedicated team of subwardens trained to deal with a large number of problems you may come across.

You can find names and contact details of the warden and their team on the LSE website. Visit lse.ac.uk/currenthallresidents to navigate towards your hall's "who's who" page.

Front of House Team

Your Front of House Manager can be contacted via reception. If you are unsure of who your Front of House Manager is, please visit lse.ac.uk/currenthallresidents to navigate towards your hall's "who's who" page.

Residential Life Team

Rachael Elliott is the Head of Residential Life at LSE, and is supported by Jennifer Frances, the Residential Life Officer. Both can be contacted by email: Residential.Life@lse.ac.uk

Ex Halls Committee Members

Most committee members will still be studying at LSE for the year following their time on the committee. They have been asked to make themselves available to you if you encounter any difficulties as you begin taking over the running of the committee, so you can get in touch with them to ask any questions you may have. Your Warden, Front of House Manager or Residential Life Officer will have their contact details.

Other Halls' Committee Members

To share ideas and discuss how to overcome obstacles, you should keep in contact with other halls' committee members. The details of all committee members are available on line. Please visit lse.ac.uk/currenthallresidents to navigate towards each hall's "who's who" page.

Student Wellbeing Team

For ideas on events and campaigns related to student wellbeing, as well as more information on the support available to you and your fellow residents, familiarise yourself with the information on this webpage: lse.ac.uk/studentwellbeing

Sustainable LSE Team

The Sustainable LSE team can provide guidance on establishing green initiatives within your hall, and advise on how to submit a Sustainable Projects Fund proposal. They can also put you in touch with your hall's Residences Sustainability Champions. More information about the Sustainable LSE team roles and contact details can be found on their [website](#).

LSE Students' Union

The LSESU Executive Officers and Student Representatives might also be able to help you. Some of them are ex Hall Committee members so will understand what support you may need. These roles are elected on an annual basis and new role holders start in July each year.

For more details, visit their website: <https://www.lsesu.com/yourunion/yourreps/>

Appendix A: Hall Constitution

CONSTITUTION OF THE [RESIDENCE NAME] HALL COMMITTEE

Preamble

This Constitution sets out the foundational principles and rules governing the conduct of the Hall Committee. In particular, these principles and rules govern:

- a) The internal organisation and functioning of the Hall Committee
- b) The relationship between the Hall Committee, the 'Residential Community' and the 'Residential Administration'.

The 'Residential Community' comprises students of the London School of Economics and Political Science (hereinafter 'LSE') residing in [residence name] and, where applicable, partners of LSE students also residing in [residence name].

The 'Residential Administration' comprises the Warden Team (LSE Warden or School Resident and sub-Wardens), the [residence name] Manager and the [residence name] reception staff.

THE ROLE OF THE [RESIDENCE NAME] HALL COMMITTEE

Article 1: Definition

The [residence name] Hall Committee (hereinafter 'the Committee') shall consist of officers elected in accordance with the rules set out in Articles 4 to 7.

Article 2: Objectives and Responsibilities

The Hall Committee serves two primary objectives.

It shall represent the general and specific interests of the [residence name] Residential Community to the Residential Administration, the LSE Students Union (hereinafter 'LSESU') and at inter-hall meetings (the Residences User Group (hereinafter 'RUG')) and the Inter-halls President's Meeting).

It shall also foster a sense of Community in [residence name] by organising an inclusive social programme for residents and promoting a respectful and supportive living environment.

Article 3: Committee Ethos

The Committee shall respect the rules of good governance set out in the Committee Code of Conduct.

Committee election

Article 4: Eligibility

Residents of [residence name] who are registered students of the LSE shall be eligible to stand for Hall Committee offices. Eligible residents may stand for more than one elected office.

Article 5: Election Process

Only [residence name] residents who are registered LSE students are eligible to vote in Hall Committee elections.

Elections shall be held on the Tuesday of the second week following arrival to [residence name].

The Warden Team will invite nominations for election at least ten days prior to the election and determine the closing date for nominations (at least four days prior to election).

Candidates for election shall return a Nomination Statement to the Warden which states their name, the office they are running for and briefly outlines their motivation and suitability for the office. A photograph may also be provided. The Warden shall aggregate Nomination Statements and distribute them to the Residential Community.

The Warden shall act as election Returning Officer and the LSESU Residences Officer shall act as independent election monitor.

Article 6: Election Canvassing

Election candidates may canvass door-to-door in [residence name] between the hours of 11am-10pm. Canvassing should be conducted in a polite, non-coercive manner. Any complaints regarding canvassing should be addressed to the Returning Officer.

Poster campaigns shall not be excessive and shall respect local rules with regard to cost and the placement of posters. **Article 7: Rules Governing Election**

The election shall be decided by means of single-transferable vote in a secret ballot. The electoral ballot shall list all candidates running for each elected office.

Polls shall open at 8am and close at 8pm. Counting shall begin when the poll closes and the results shall be e-mailed to the Residential Community by no later than 5pm on the following Friday.

Only members of the Warden Team and the LSESU Community and Welfare Officer may be present at the ballot count.

In the event of a tie, a recount is conducted. If the tie is confirmed, the deciding vote lies with the LSESU Community and Welfare Officer. A candidate may request a recount if the margin is less than five votes.

In the event that a successful candidate declines the position within 48 hours, the office shall be filled by the next most successful candidate. If the position is declined after 96 hours, a by-election, conducted in accordance with the election process set out in Article 6, shall take place as soon as is practicable.

Committee functioning

Article 8: Committee Composition

The Committee shall consist of a minimum of three elected officers, including a President, a Treasurer and a Secretary (hereinafter 'The Executive'). The Warden may also invite nominations for election to additional offices where appropriate. The responsibilities of such additional officers shall be determined by the Warden team prior to the invitation for nominations.

When necessary, upon the unanimous consent of the Committee, ad hoc committee positions of limited duration (maximum two months) can be created. The Committee shall select this ad hoc member in an objective manner from eligible members of the Residential Community. The ad hoc member shall not have Committee voting rights.

A Committee Officer may resign at any time by presenting a letter of resignation to the Committee.

Article 9: Committee Offices

The President shall be responsible for the smooth-functioning of the Committee. In particular, the President shall chair Committee Meetings, represent the interests of the Residential Community vis-à-vis the Residential Administration, the LSESU and at inter-hall meetings. The President shall also act as the initial point of contact for residents.

The Treasurer shall manage the Committee finances. In particular, the Treasurer shall maintain a basic profit and loss account documenting Committee income and expenditure and, as a co-signatory of the Committee's bank account, manage the Committee's financial commitments. The Treasurer shall also chair Committee Meetings in the President's absence.

The Secretary shall be responsible for the general administration of the Committee. In particular, the Secretary shall keep minutes of Committee Meeting and publish these minutes on the bulletin board on the Community Notice Board.

Committee meetings

Article 10: Meeting Schedule

The Committee shall meet at regular intervals (weekly or bi-weekly) in order to fulfil its objectives.

These meetings shall be timetabled at the Committee's first meeting following election. This timetable may be amended by unanimous consent and the Secretary shall publicise any such changes to the Residential Community.

Article 11: Committee Meeting Attendance

All members of the Residential Community may attend and have speaking rights at Committee Meetings.

Where possible, a member of the Warden team shall attend each Committee meeting to provide insight into issues addressed from the perspective of the Warden team.

Article 12: Conduct of Ordinary Committee Meetings

Any Committee or Residential Community member may add an item to the Committee agenda. The agenda shall be approved by the President prior to the Committee Meeting. Approval of the minutes of the previous Committee Meeting shall be the first item on the agenda.

Only elected officers shall have voting rights at Committee Meetings. Quorum shall be achieved when two-thirds of the Committee are present. Committee decisions shall be made by consensus where possible, or simple majority where not.

Article 13: Plenary Committee Meetings

Where more than ten percent of the Residential Community attends a Committee meeting, this meeting shall be a Plenary Meeting and all individuals present shall be entitled to exercise voting rights on motions presented.

Article 14: Extraordinary Meetings

The Committee can convene for an Extraordinary meeting in order to discuss urgent issues. Such meetings shall be publicised by e-mail as well as by poster in the reception of [residence name] 24 hours before the meeting is due to commence.

Committee finance

Article 15: Committee Levy

The Committee shall levy fees upon residents to fund its activities. The levying of such fees shall be upon the advice of the RUG and/or the Residential Administration.

Article 16: Competence

All expenditure must be authorised by the Committee acting as a collective body and pursuant to the rules set out in Articles 12 to 14. Unauthorised expenditure shall not bind the Committee unless it can be demonstrated that it was not feasible to obtain prior authorisation and that such expenditure was reasonable, necessary and in good faith.

Article 17: Reimbursement of Expenditure

Authorised expenditure shall be reimbursed upon presentation of a valid receipt or invoice.

Committee accountability

Article 18: Challenging Committee Decisions

Committee decisions may be challenged by presenting a petition with the signatures of ten percent of the Residential Community to a Committee Meeting. The decision in question may be overturned by referendum where at least thirty percent of the Residential Community votes and a simple majority votes to overturn the decision.

Article 19: Misconduct of Committee Officer

In the event of serious misconduct, residents can present a petition signed by twenty percent of the Residential Community requesting a Committee inquiry into the conduct. The Committee shall vote

by simple majority to determine whether a referendum should be held to expel the Committee Member. Such a referendum must be held where thirty percent of the Residential Community signs the petition. The individual may be expelled from the Committee where at least forty percent of the Residential Community votes and a simple majority favours expulsion.

The Committee may vote by simple majority to expel an elected officer where the officer has been absent without justification for three consecutive Ordinary Committee Meetings.

Constitutional amendment

Article 20: Constitutional Amendment

This Constitution can be amended with the unanimous consent of the Committee and the Warden Team or during a Plenary Meeting where forty percent of the Residential Community votes for its amendment by simple majority.

Committee continuity

Article 21: Committee Continuity

The outgoing Committee Members shall arrange a formal handover of documents to the incoming Committee. In particular, a folder (electronic or hardcopy) shall be presented containing the Hall Committee Constitution and Code of Conduct, the minutes of all Committee meetings for the previous year, a copy of the Hall Committee financial records for the previous years and any other documents which the Committee consider to be appropriate or useful.

In addition, the [residence name] sub-Wardens, responsible for the well-being and security of the LSE student residents at [residence name], provide experience across successive committees in order to ensure continuity across academic years.

Appendix B: Hall Committee Code of Conduct

This *Committee Code of Conduct* sets out the guiding principles by which the Committee should abide in serving the residents of their given Hall of Residence. The Code is supplemental to the Committee Constitution to guide the conduct of the Committee in discharging their duties. Any amendments to the Code will first be endorsed by the Residences User Group and ratified by Residences Committee prior to their publication.

Responsibilities of the Committee

- The Committee are an elected student body with responsibility for fostering an inclusive and positive community atmosphere in their hall, through a wide range of activities and events.
- The Committee are responsible for drafting and maintaining a Committee Constitution. The Constitution shall govern the basic procedures and responsibilities of the Committee and determine its relationship with the residents it represents and with the School.
- The Constitution shall be developed to take into account individual hall communities and their constituents and will be made available to all residents of the Hall.
- In residences where Peer Supporters are present, or other volunteer positions held, the Committee will endeavour to work in partnership with the Peer Supporters/post holders, where appropriate, and actively seek to involve them in committee activities and events.
- Where appropriate, the incumbent Committee are responsible for ensuring that a fair and transparent election process is held at the end of each term of office. (In graduate only halls the election will be organised by the Warden/School Resident at the start of the academic year). Full details of the election process should be included in the Constitution.

Accountability of the Committee

- Primarily, the Committee are accountable to the residents of the Hall. The Committee will have appropriate mechanisms in place for consulting residents, seeking residents' feedback and dealing with complaints.
- Advance notification of Committee activities and events will be given to the Warden/School Resident or other relevant staff of the Hall.
- The Committee are fully accountable to the Warden/School Resident. The Warden/School Resident has the right to veto any Committee event or activity that he/she deems to be detrimental to the hall community or that would breach the School Regulations, Committee Constitution or Committee Code of Conduct.
- Committee members serve the residents of their Hall on an elected voluntary basis. Where relevant, subject to an individual's performance and on the recommendation of the Warden/School Resident, committee members may be offered a place in the Hall the year following their election only.

Conduct of the Committee and its Members

- Committee members will abide by the Committee Code of Conduct and the Committee Constitution.

- Committee Members are expected to uphold the School's reputation by behaving in accordance with its Ethics Code at all times and in all forms of interaction, spoken, written and virtual.
- Committee members will abide by the Licence Agreement, Residences Regulations, House Rules and School Regulations that govern conduct, when discharging their committee duties.

Committee Finances

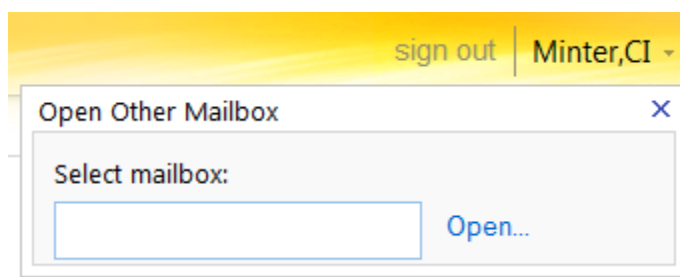
- Committee finances will be handled in a transparent, ethical and accountable manner. The Constitution will outline, in detail, how the Committee Finances will be managed.
- Committee finances will be made available to the Finance Division on a regular basis and subject to audit, as per the School's Financial Regulations.
- Committee finances will be made available to residents on an annual basis to ensure transparency and accountability.
- Committee members will not personally profit financially or materially from any Committee event or activity.
- Outgoing committees will ensure that sufficient finances are in place for future events. In Post-Graduate only residences, outgoing committees must ensure that there is sufficient funding made available to the Warden/School Resident (or their nominee) to facilitate the running of a successful orientation programme. The constitution will outline, in detail, how this will be managed.

Appendix C: Instructions for accessing committee mailbox via your personal mailbox

If you currently use Outlook Web App

It is possible to view other mailboxes in Outlook Web App, but this works differently from Outlook 2010. You can only have one mailbox open at a time; you will not be able to see two mailboxes simultaneously in the navigation pane.

1. At the top right-hand side of the Outlook Web App screen, click on the **down arrow** next to your name. *The Open Other Mailbox dialog box will open.*



2. Enter the name of the other mailbox you wish to view. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it.
3. If more than one match for the name is found, a list of these will be displayed.
4. Click on the mail box name you wish to view and then click on **Open**. Your mailbox will disappear from view and the new mailbox will appear in the navigation pane.
5. To revert to your own mailbox, follow the same steps but enter **your own name** in the dialog box. Click **Open** and your mailbox will appear again.

If you currently use Outlook on Office 2003

- § Attaching additional mailboxes to your Email profile
- § From Outlook, click on the Tools menu, select E-mail Accounts
- § Select View or Change existing E-mail accounts and click NEXT
- § Click the Change button, choose More Settings and select the Advanced tab in the Microsoft Exchange Server window.
- § Click the ADD button and enter the mailbox name correctly (repeat this step for adding more mailboxes).
- § Click OK and OK again then Next then Finished. Your additional mailbox should now appear in your outlook folder list.
- § NOTE! replies to any emails from generic mailbox(es) are stored in your sent items folder and count towards your mailbox quota same for deleted items.

If you currently use Outlook on Office 2010

<http://www2.lse.ac.uk/intranet/LSEServices/IMT/guides/softwareGuides/office2010/outlook2010AdditionalMailboxes.aspx>


If you currently use Office 365 Webmail

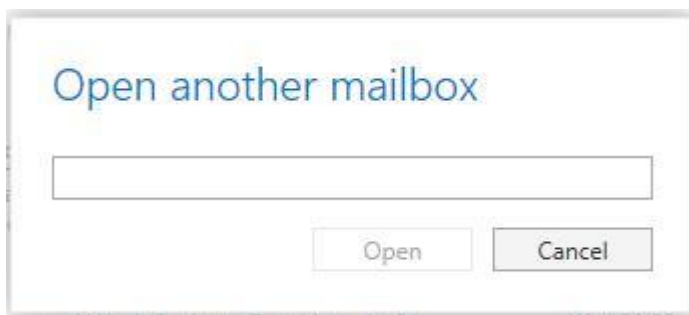
With Office 365, you can add a shared mailbox to the navigation pane on the left, or open another mailbox in a new tab.

To open a mailbox in a new tab:

1. Log into webmail.






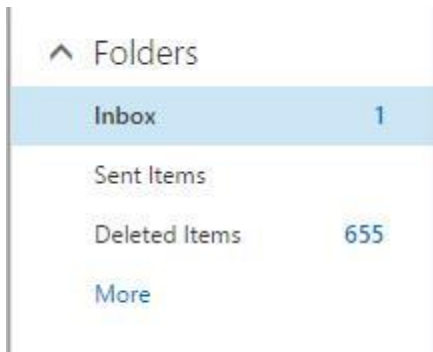
2. Click on the  at the top right-hand side of the Outlook Web App screen and click on **Open another mailbox...** The *Open Other Mailbox* dialog box opens.



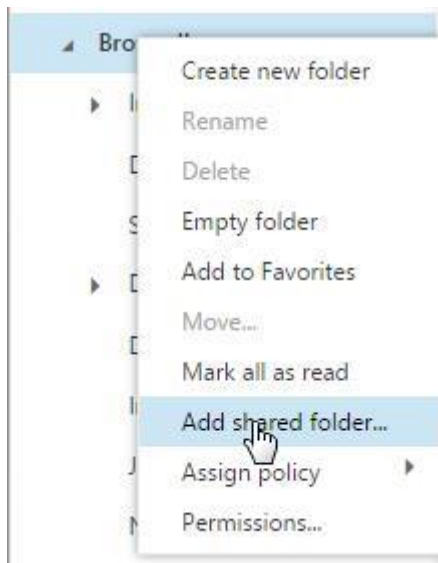
3. Enter the name of the other mailbox you wish to view. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it.
4. If more than one match for the name is found, a list of these will be displayed.
5. Click on the mail box name you wish to view and then click on **Open**. The new mailbox will open in a new tab. Your own mailbox remains open in the previous tab.

To add a mailbox to your navigation pane:

1. From the navigation pane, click the  beside Folders to open the list. The  becomes a  .



- 2.
3. Click on **More**.
4. Right-click on your name and choose **Add shared folder...**



5. Enter the email of the mailbox you want to add and click **Add**. **Note:** you will need to have permission to add this mailbox set by the person or team who owns it

The mailbox will appear below your other account(s) in the navigation pane.

Appendix D: Alcohol-free event ideas

- 1) **Karaoke / dance game night**
- 2) **Outings** - Ice skating, go karting, bowling, sporting events, live music / theatre / comedy
- 3) **Movie night** – get everyone to dress up as a character. Award a prize for the best costume!
- 4) **Assassins** – This game lasts up to a week, and the idea is that those who choose to pay (the “assassins”) sneakily try to eliminate their named targets (always another player) from the game. Residents must then secretly eliminate their targets from the game, by sticking the provided sticker to a part of their body. Once you’ve eliminated your target, you inherit their target. The last one playing wins.
- 5) **International night** – facilitate an event where each participant brings some food or entertainment from their own country. Get the attendees to introduce themselves to the rest of the attendees and share a little about their background over dinner. *(Perhaps contribute to the cost of ingredients from the committee budget)*
- 6) **Progressive dinners** – if you are in a self-catered hall, you could get a group of budding cooks together for an evening meal, where each course is served in a different kitchen. If the idea is popular, you can divide people into smaller groups, or get creative with the number of courses. *(Perhaps contribute to the cost of ingredients from the committee budget)*
- 7) **Bus race / scavenger hunt** - Get to know your city and public transport systems better while having fun. Form teams and race around your city collecting items and answering questions. The first team to complete every task and arrive back at the hall wins.
- 8) **Board game night**
- 9) **Capture the flag** – residents are split into teams and each have a flag. The object of the game is to capture the other team's flag, located at the team's "base", and bring it safely back to your own base. Play in in a nearby park at dusk, and give each player a glow stick – if they're caught in “enemy territory” they lose their glow stick and are out of the game.
- 10) **Coffee House** – LSE students are a talented bunch, so hold a coffee house event to provide them with the opportunity to showcase their talents, whether they're musical, comedic, poetic or anything else! Provide coffee and muffins, or other snacks.
- 11) **Murder mystery** – event packages can be purchased online for little cost, or, if you're creative, you could write your own! Residents spend the evening playing their part in solving a murder mystery. Clues are hidden around the common areas, and after the allotted time, the participants are called to the common room. They can step forward if they think they've cracked it, or, if not, the chief detective (or event organiser) can solve the crime.
- 12) **Graffiti party** – give each attendee a plain t-shirt and a felt-tip pen. Provide some food, drink and music, and instruct each participant to talk to 10 new people that evening, for at least 5 minutes each time. At the end of each conversation, each participant must write one interesting thing they found out about the other person during their conversation. It's a great way to meet people, and the t-shirts provide an uplifting souvenir of the night.
- 13) **Craft night** – provide tea, cake and good company for people to bring along their current craft project or host your own t-shirt customising, mug decorating or door sign-making event.
- 14) **Museum lates** – many of London's best museums open late for one night a month and are a great chance to explore the museum in adult company, with live music and refreshments.

Appendix E: Residences Sustainability

'Elevator Pitch'

(Highlights you would emphasise if you had limited time and were stuck in a lift with an individual)

Hook

- Think residences and catering sustainability, what comes up in your mind?

'Elevator Pitch'

- **Opportunity!** Engage your Hall Committee Sustainability Officer and students' for real change.
- **Promote Student Switch Off** and continuously cut energy and CO2 (reduced by 6% during 2012/13).
- **Get waste streaming!** 'Conduct' your waste in a way that reduces, reuses, recycles or recovers. Make recycling a *hall culture*.
- **Re:Love it!** Promote, organise and recruit keen volunteers to boost the successful End of Term and Start of Term reuse schemes.
- **Green Impact your hall!** Students can work with the staff team to support simple actions, leading to real change. An award ceremony at the end of the year celebrates achievements.
- **Got a great idea? Pitch it to the Sustainability Projects Fund** and you could be awarded £6000 to implement a project such as Passfield's garden. Turn vision to reality.

Closing Question

- What can **you do** every day to make a difference within your role?

Appendix F: Further information for Treasurers

Managing Hall Committee bank accounts and finances is the responsibility of the Committee treasurers. More detailed information about Hall Committee finance can be found throughout the Hall Constitution in [Appendix A](#) and training for the role of treasurer is available via the LSESU Community and Welfare Officer.

In short, a treasurer will maintain a basic profit and loss account documenting Committee income and expenditure. The basic information required is opening and closing balances, money in, money out, and reasons for income/expenditure. However, you may also like to record who spent the money, the dates the money was spent, and a category that the expense falls into (e.g. communal facilities, internal events, external events etc.). Some wardens will insist that alcohol expenditure is listed separately. Please contact your warden or Residential.Life@lse.ac.uk if you need any advice on setting up a suitable document.

Receipts need to be kept for all expenses incurred so that they accounts can be checked. When reimbursing spends from personal accounts, be aware that invoices are not proof of payment, so also collect payment receipts.

On a regular basis, these accounts need to be circulated to the Finance Division via the Residential Life Officer. This needs to be done according to deadlines in order for more funds to be released. The schedule for circulating accounts can be seen below.

2015/16

Michaelmas Term 2015

Deadline For Summer Term 2015 Accounts Circulation and Submission	Payment Date if Deadline Met
Monday 17 August 2015	Friday 4 September 2015

Lent Term 2016

Deadline For Michaelmas Term 2015 Accounts Circulation and Submission	Payment Date if Deadline Met
Monday 4 January 2016	Friday 15 January 2016

Summer Term 2016

Deadline For Lent Term 2016 Accounts Circulation and Submission	Payment Date if Deadline Met
Monday 18 April 2016	Friday 6 May 2016

By the dates shown your accounts must be made up to date and reviewed and approved by your warden. Once approved you will need to make them available to all your residents (using multiple media so that everyone has a chance to see them – e.g. via email and on a communal noticeboard, not just posted to Facebook) and submitted, along with the latest bank statement, to Residential.Life@lse.ac.uk to update the School records.

You're primarily funded by their common room fees so your residents need to understand what you're doing with the funds. Consider adding a cover sheet/commentary so that residents can understand the financial situation of the committee. Think about how to make the accounts interesting and easy to understand so that you can encourage as many residents as possible to read your accounts.

More guidelines can be found in the Hall Committee Code of Conduct here: [Committee Finances](#)

Residential Life

Hall Committee Handbook

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The information in this publication can be made available in alternative formats. If required please email residential.life@lse.ac.uk

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