



STARTING A NEW SOCIETY

Forming a Society is a rewarding project and one with which you will receive considerable help and advice.

Once you have decided that you might like to form a Society, possibly because there isn't one within a reasonable distance or the local waiting lists are very long, you should contact The Arts Society for an Information Pack. You will be assigned a New Societies Advisor (NSA), who will help and guide you through the whole process of forming a Society.

Initially and most importantly you will need to:

- **Form a Steering Committee**, the principal members will be the Chairman, Treasurer, Secretary, Membership Secretary and Programme Secretary, with others to assist as necessary.
- **Find a suitable venue**

Your NSA can put you in touch with the nearest Area Chairman and other local Societies, who will also be able to provide advice and support. Next you will need to hold a Steering Committee Meeting with the NSA, who will outline some of the basic requirements, which will include:-

- Deciding the Society's name.
- Setting a date for the Inaugural Meeting and 1st lecture
- Opening a Bank Account
- Drawing up a budget.
- Considering the equipment you need. This varies as some venues provide all digital and sound equipment. If you have to purchase such equipment an interest free loan is available.
- Completing the Application Form to join The Arts Society.
- Starting to recruit potential Members.

After your completed Application Form has been sent to The Arts Society, you will be eligible to receive grants to help establish your Society, you will also need to:

- Adopt a constitution for your Society - the sample one supplied is ideal.
- Plan a programme of lectures - this can be started sooner with the help of Membership Advisors at The Arts Society - you will be sent your password for the online Directory of Arts Society Accredited Lecturers upon receipt of your completed application form to join The Arts Society
- Continue to recruit members (you will need to have enough members to ensure the Society's financial viability - we recommend 170+ however you may be able to achieve financial viability with fewer members particularly if you secure sponsorship)

It is strongly advised that you start planning the Inaugural Meeting several months in advance.

At the Inaugural Meeting, the Society will officially become a fully-fledged The Arts Society Member Society and your Committee members will be elected. At least a month before the Inaugural Meeting, you must hold a rehearsal to ensure that everything works and everyone knows what they are meant to be doing, once again your NSA will guide you through this.