**tips and hints**

*Here are a few simple guidelines to make sure your Club/Soc will run smoothly for the year!*

* Have your first committee meeting early! Get to know each other and make a plan of action
* Don’t forget to change over your signatories on your bank account
* Start planning your calendar of events – if you have a big assignment coming up don’t plan an event that week!
* Be realistic – is it going to be possible to pull off what you want to do?
* Make sure to attend the first Clubs and Socs council to get to know your Vice President for Clubs and Socs
* Get in contact with other committees for support and to arrange collaboration on events
* Use your imagination – how are you going to get the attention of Maynooth students for your events?
* Plan what you are going to do for Fairs day
* Attend your relevant training and refer to this handbook for tips
* **DON’T BE AFRAID TO ASK FOR HELP!**

