

President/VP

What you need to know!

What we will cover in today's session

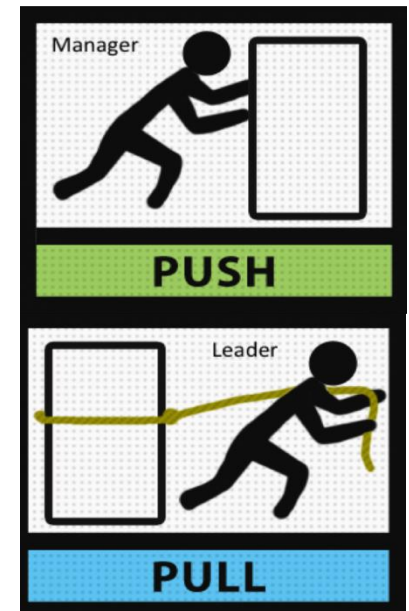
- What is a President?
- HEAR
- Planning an Activity or Event
- Annual General Meetings
- Committee Elections
- How to contact us

What is a President?

- In the chat: send one word that you think describes a President/Vice President.

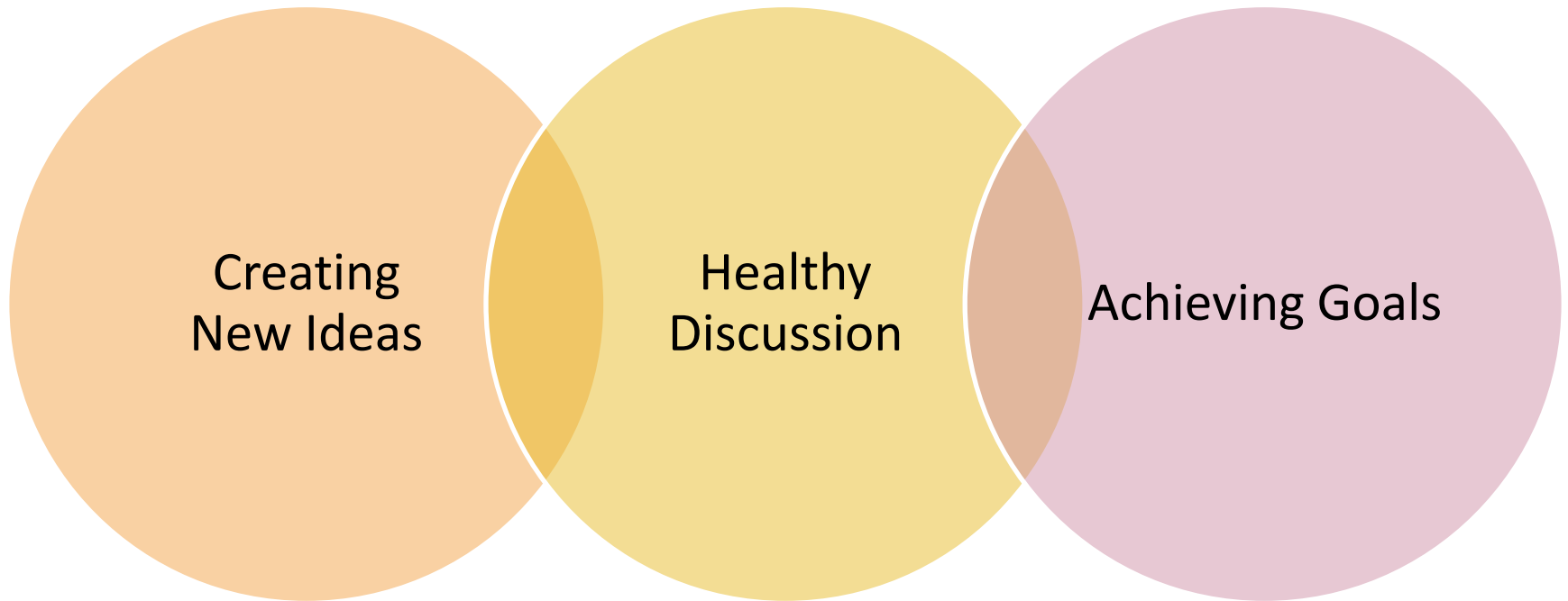
As a President/Vice President you should;

- Listen to your members
- Encourage your committee to share ideas
- Set a good example



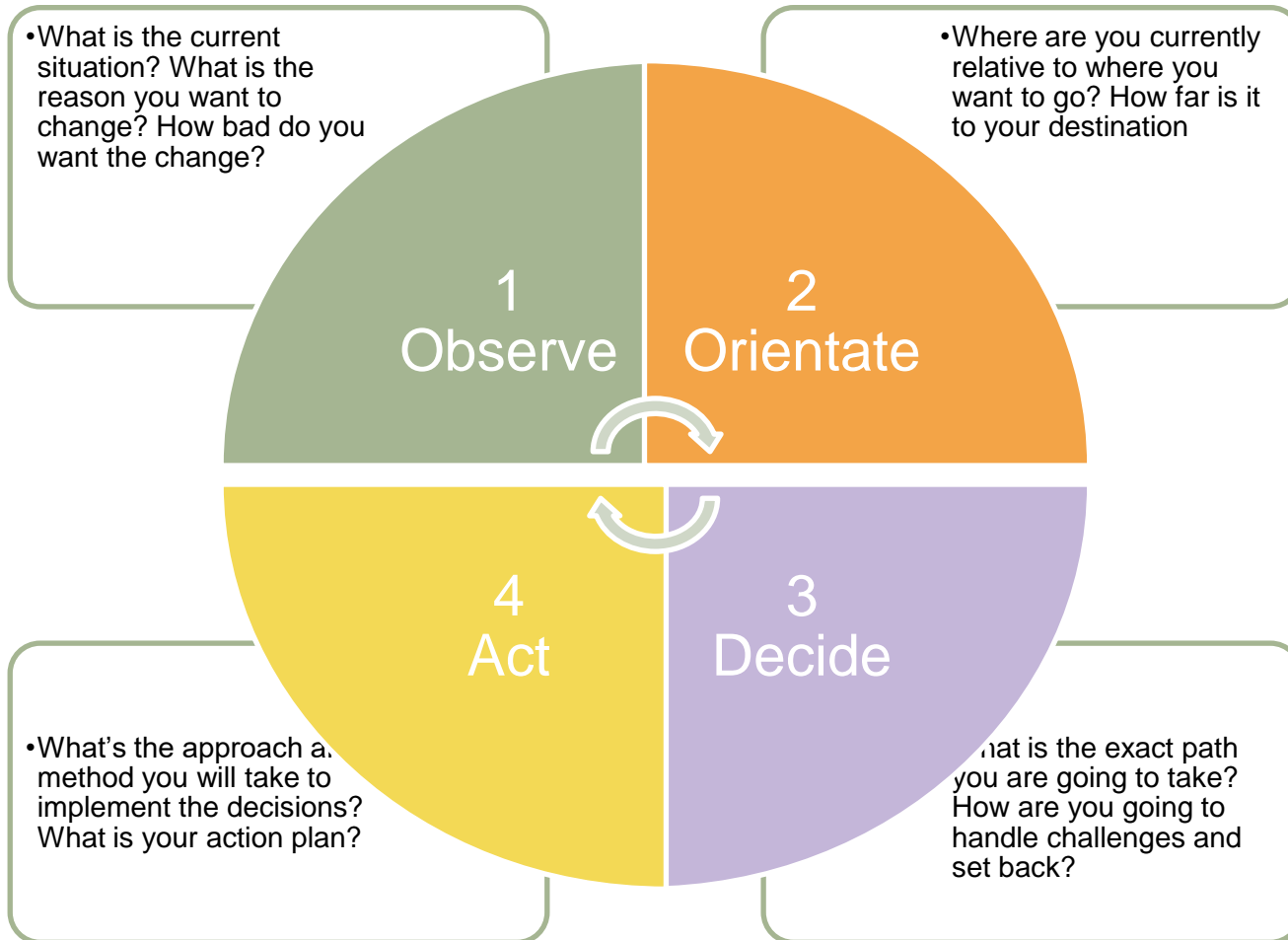
Remember! A Manager tells; a Leader motivates

Set your goals and work towards them!



Your roles are not set in stone - be flexible!

OODA Loop



Exercise - Making a Change!

1 OBSERVE

What is the current situation? What is the reason you want to change?
How bad do you want it to change?

2 ORIENTATE

Where are you currently relative to where you want to go? How far is it
to your destination?

4 ACT

The approach and method you will take to implement
the decisions. What is your action plan?

3 DECIDE

What is the exact path you are going to take? How are
you going to handle challenges and set back?



Exercise - Making a Change!

1 OBSERVE

What is the current situation? What is the reason you want to change?
How bad do you want it to change?

- People are joining the society but not attending events
- Increase engagement
- Quite a bit!

2 ORIENTATE

Where are you currently relative to where you want to go? How far is it to your destination?

- 60 members, 20 attending
- Want to have at least 50% members attending by the end of the year

4 ACT

The approach and method you will take to implement the decisions. What is your action plan?

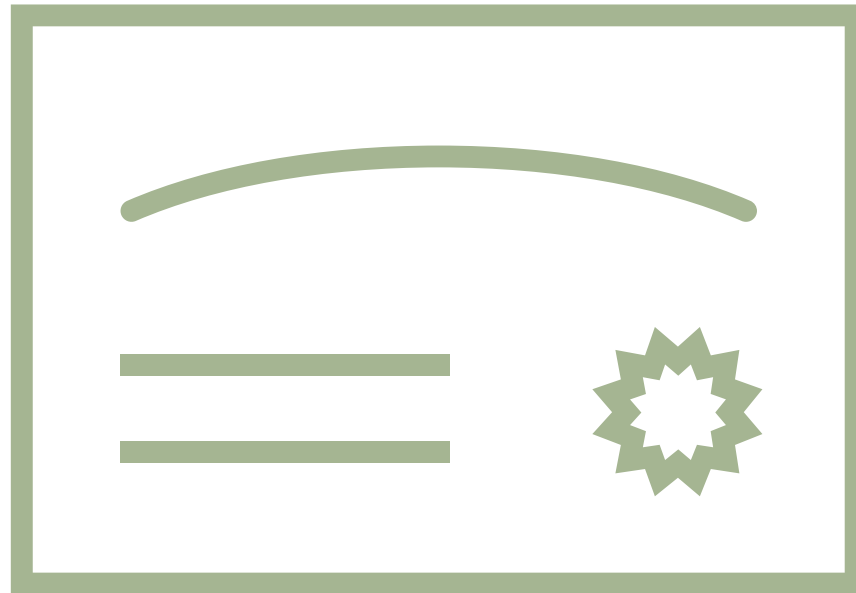
- Put out polls to see what activities members want
- Advertise events on social media
- Small ticket fee=Buy in from members
- Make events free (if possible)

3 DECIDE

What is the exact path you are going to take? How are you going to handle challenges and set back?

- Try a small fee first -> then free
- Try a mix of one off and recurring events
- Ask for feedback from attendees - discuss with committee





Higher Education Achievement Report

What is the HEAR?



Volunteer Agreement

Recognized on your
Academic Transcripts

Great for your CV!

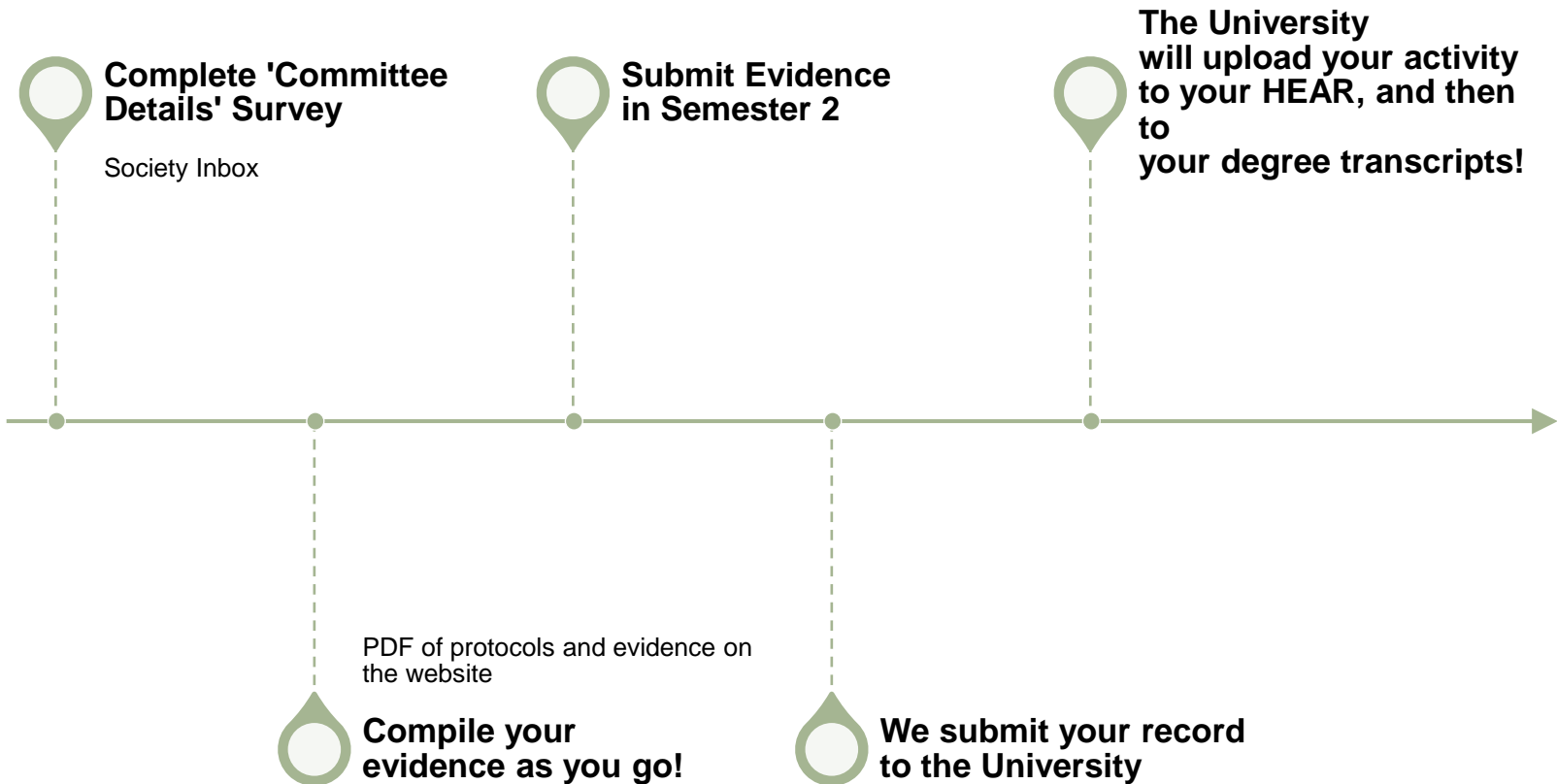
Collate your evidence
as you go - You'll need
this later!

All of the protocols
and evidence types
are in
the Society Handbook

HEAR Protocols

- 1. Be elected by peers
- 2. Attend compulsory society committee training
- 3. Attend at least one drop-in with a Societies Coordinator
- 4. Plan and deliver a range of activities over the year
- 5. Ensure the society is accountable to its members for example by holding an annual general meeting (President Only)
- 6. Organise elections for new committee positions (President Only)
- 7. Maintain contact with Guild staff

HEAR Timeline



What evidence can I use?



1. Elected by Peers

The election results and email you receive

2. Attend compulsory society committee training

Your email confirmations – Soc. Team registers

3. Attend at least one drop-in with a Societies Coordinator

Your email confirmation - Our Drop-In Logs

Email threads with your Coordinator count as evidence too!

Any Questions?

- Take yourself off mute and let us know or feel free to use the chat box!
- You can also message us privately on chat and we will read the questions out anonymously or you can catch us after the session!

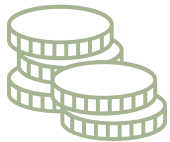


Activities and events

What to consider...



What do members want?



Is it cost considerate?



Is it accessible to all members?



4. Plan and deliver a range of activities over the year



Annual General Meeting (AGM)

AGMs

- An open meeting for all society members to attend
- Presidents will need to organise/lead the AGM and deliver a report to members.

Overview of the Year

Goals
and Achievements

Activities

Member Engagements

Highlights

Improvements



5. Ensure the society is accountable to its members for example by holding an annual general meeting (Presidents Only)

Why is the AGM important?

- Society Byelaws
- Accountability to your members
- Helps you get valuable input for the future
- Most employers will know what an AGM is, and its importance. Very tangible example to use in job applications.



Society Elections

Elections

- You must elect a new committee each year – The Guild is democratic – so are you!
- Elections are held online through the Guild webpage with support from the Societies and Volunteering Team.
- We will contact you with specific instructions about elections later in the year – in your society inbox!



6. Organise elections for new committee positions (President Only)

Why are elections important?

- Society Byelaws
- Fair and democratic
- Let's members decide the direction of the society
- Brings fresh talent and new ideas into the committee each year

Review - HEAR Protocols

- ✓ 1. Be elected by peers
- ✓ 2. Attend compulsory society committee training
- ✓ 3. Attend at least one drop-in with a Societies Coordinator
- ✓ 4. Plan and deliver a range of activities over the year
- ✓ 5. Ensure the society is accountable to its members for example by holding an annual general meeting (President Only)
- ✓ 6. Organise elections for new committee positions (President Only)
- ✓ 7. Maintain contact with Guild staff

Any questions?

How can I get in touch?

Our Admin Inbox: saadmin@liverpool.ac.uk

Drop In:

	10-11am	11am-12noon	1pm-3pm	3pm-4pm	5pm-6pm
Monday	Coordinator TBC – Drop ins paused	Steph - Society Drop-In		Hattie – Society Drop in	Coordinator TBC – Drop ins paused
Tuesday			Coordinator TBC – Drop ins paused		Coordinator TBC – Drop ins paused Steph - Society Drop-In
Wednesday		Hannah F (Zoom - no need to book)			Hannah F (Zoom - no need to book)
Thursday	Coordinator TBC – Drop ins paused	Coordinator TBC – Drop ins paused		Hattie – Society Drop in	
Friday	Hattie – Society Drop in		Steph - Society Drop-In		

You can find a copy of this timetable on the Guild website all year round.

Keep in touch!



Hannah Fowler; Societies & Volunteering Manager – Medical Societies -
hfowler@liverpool.ac.uk



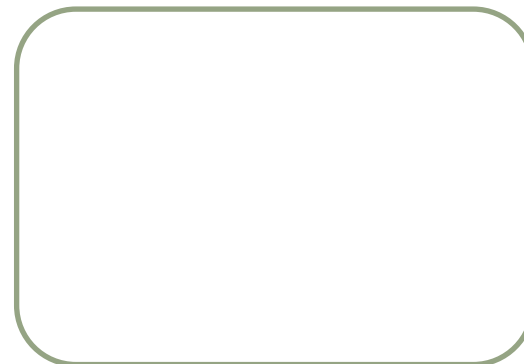
TBC; Societies Coordinator – Academic & Celebrating Culture -



Steph Blything; Societies Coordinator – Performing Arts & Celebrating Faith -
S.Blything@liverpool.ac.uk



Hattie Travis ; Societies Coordinator – Affecting Change & Sharing Activity -
H.Travis3@liverpool.ac.uk



TBC; Volunteering & Fundraising Coordinator – works with all societies -

Take a few moments to complete this short feedback form



**Be sure to sign up to In-Person
and Bystander Training!
See you there!**