Liverpool Guild of Students

Liverpool Guild of Students
160 Mount Pleasant, L3 5TR
+44 (0) 151 794 6868
www.liverpoolguild.org

Charity Number: 1137398
Company Number: 07324992

What you need to know about your role: President/VP

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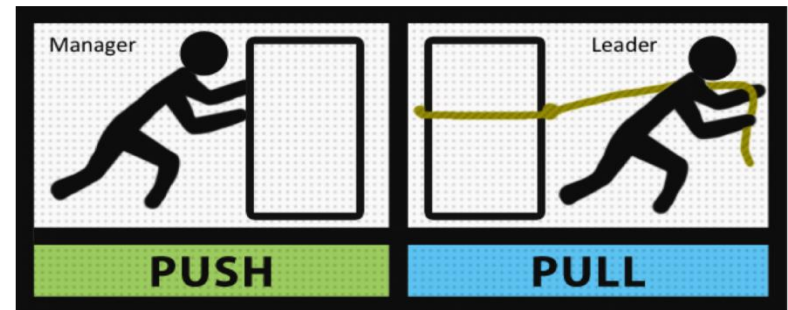# What we will cover in todays session

- Being a student leader
- Setting and achieving goals
- HEAR
- How to plan an Activity or Event
- Annual General Meetings
- Committee Elections
- How to contact us

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Leadership Vs Management

- In the chat – What is the difference between leadership and management?

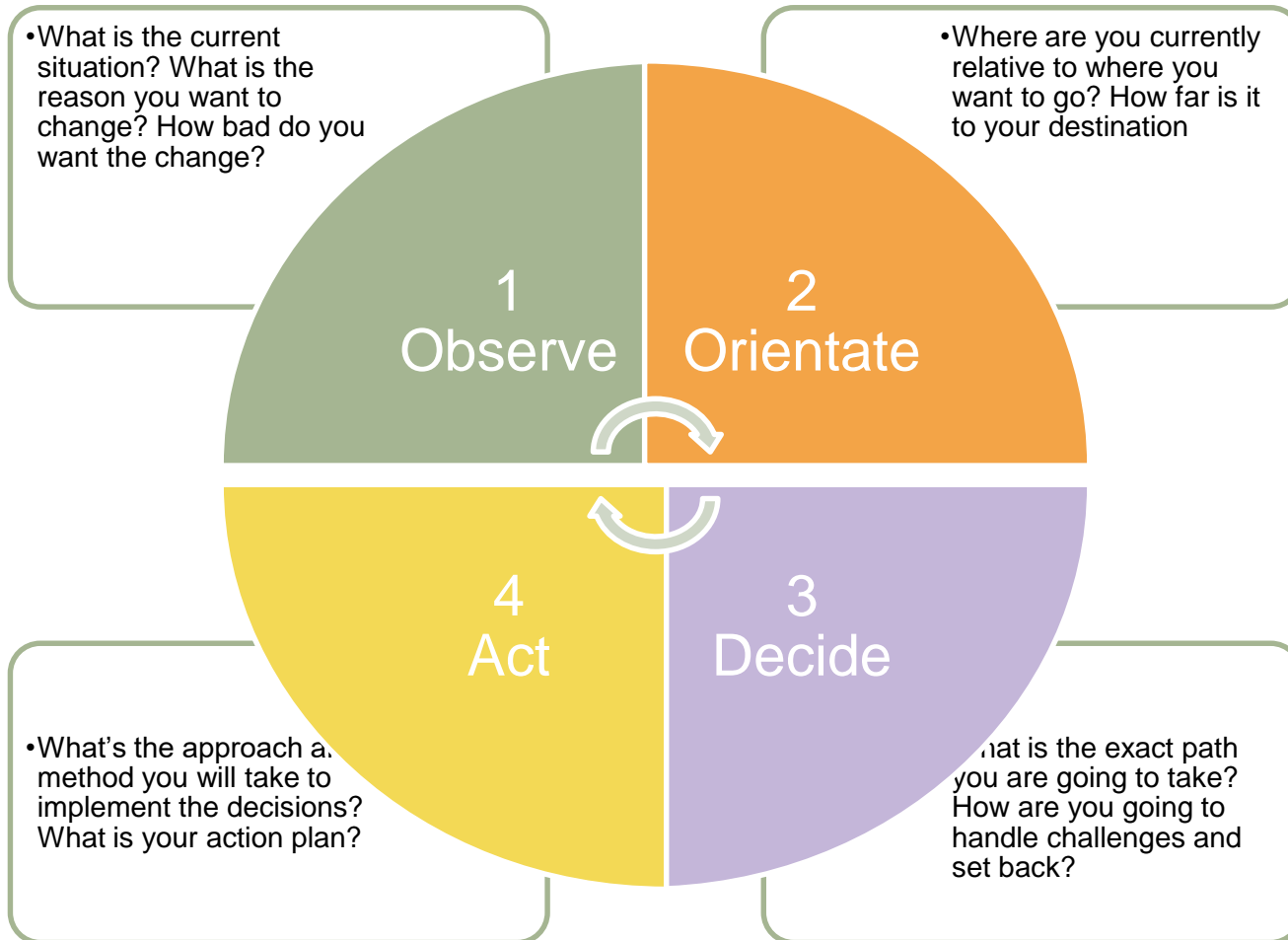**Management** consists of controlling a group or a set of entities to accomplish a goal.

Leadership refers to an individual's ability to influence, motivate, and enable others to contribute toward collaborative success.

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Working towards goals

Create new ideas

Problem Solving

Committee Meeting

Healthy debate

Achieving Goals

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OODA Loop

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

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

1 Observe

2 Orientate

4 Act

3 Decide

•What's the approach a... method you will take to implement the decisions? What is your action plan?

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

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Exercise

- Think of a project or a goal that your society wants to work towards.

- Use the OODA loop to make a plan of action.

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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?

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Committee meeting top tips

- Book in regular in-person or zoom meetings where you can communicate face to face.

- Find a time that suits everyone.

- Secretaries should provide agendas prior to the meeting and circulate minutes afterwards.

- Use your group chat for agenda setting rather than lengthy discussion/debate.

- Form sub committees for tasks based on interest/skills/availability.

- Your roles are not set in stone and you can help each other out.

- Speak to your coordinator for help.

Higher Education Achievement Report

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HEAR

- Opportunity to have your non-academic activity recognised on your academic transcript.

- Looks great to employers and helps you to articulate the skills you have gained being on a committee.

- Guild activity verified by us (societies team).

- Have to meet certain protocols, with different protocols for different roles.

- Volunteer Agreement.

- Your responsibility to send evidence to the Guild to show that you've completed the protocols.

- Should naturally unfold being on committee and not feel like an extra task.

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President

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

6. Organise elections for new committee positions

7. Maintain contact with Guild staff

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Vice President

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. Maintain contact with Guild staff

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HEAR – Transferable skills

Positive attitude/self confidence

Communication

Team working

Problem solving/critical thinking

Self-Management

Numeracy

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How do I get my Guild activity uploaded to my HEAR?

- Complete the committee details survey – it's in your society inbox.

- You can find a PDF of the protocols on the Guild website.

- As you work towards completing these protocols, keep evidence of your work.

- Evidence includes but is not limited to:
  - dates you attended drop-in
  - paperwork relating to events
  - screenshots of your social media posts about events/activities
  - meeting minutes
  - reports delivered at AGM
  - email chains between you and Guild staff.

- In Semester 2 we will invite you to submit your evidence

- We will keep a record of whether you have completed your protocols and will send this to the University.

- The University will upload your activity to your HEAR and will add it to your degree transcript

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Review of the HEAR

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 meeting ✔

6. Organise elections for new committee positions ✔

7. Maintain contact with Guild staff ✔

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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!

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AGMs

- Open meeting for all society members.
- Presidents will need to organise/lead the AGM and deliver a report to members.
- Secretaries will take minutes.
- Treasurers will give a financial report.
- Guidance documents for creating the reports can be found on the Society Resources webpage.

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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.

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What will my report include?

- Overview of the year
- Goals and progress
- What activities you delivered
- Levels of engagement
- Highlights
- Things to improve on and ideas for the future

Allow time for feedback in your AGM

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Elections

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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 Team.

- We will contact you with specific instructions about elections later in the year.

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Why are elections important?

- Society Byelaws

- Fair and democratic

- Lets members decide the direction of the society

- Brings fresh talent and new ideas into the committee each year

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Activities and events

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Exercise

5 mins: On the Jamboard, write down all the ideas you can think of for online and in-person events. Be creative! Think outside the box!

https://jamboard.google.com/d/1WUxXbPdQtOksDk6O8cpmw8mACIj3y4xvGbPFda3A_l4/edit?usp=sharing

Questions?

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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	Hannah C - Volunteering & Fundraising Drop in	Steph - Society Drop-In		Hattie – Society Drop in	Abbey Drop-In
Tuesday			Abbey Drop-In		Hannah C – Volunteering & Fundraising Drop in Steph - Society Drop-In
Wednesday		Hannah F (Zoom - no need to book)			Hannah F (Zoom - no need to book)
Thursday	Hannah C - Volunteering & Fundraising Drop in	Abbey Drop-In		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.

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Keep in touch!

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

Abbey Carroll; Societies Coordinator – Academic & Celebrating Culture - Abbey.Carroll@liverpool.ac.uk

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

Hannah Clarke; Volunteering & Fundraising Coordinator – works with all societies - Hannah.Clarke2@liverpool.ac.uk

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Take a few moments to complete this short feedback form

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Be sure to sign up to part 2 of your training – in person!

See you there!