

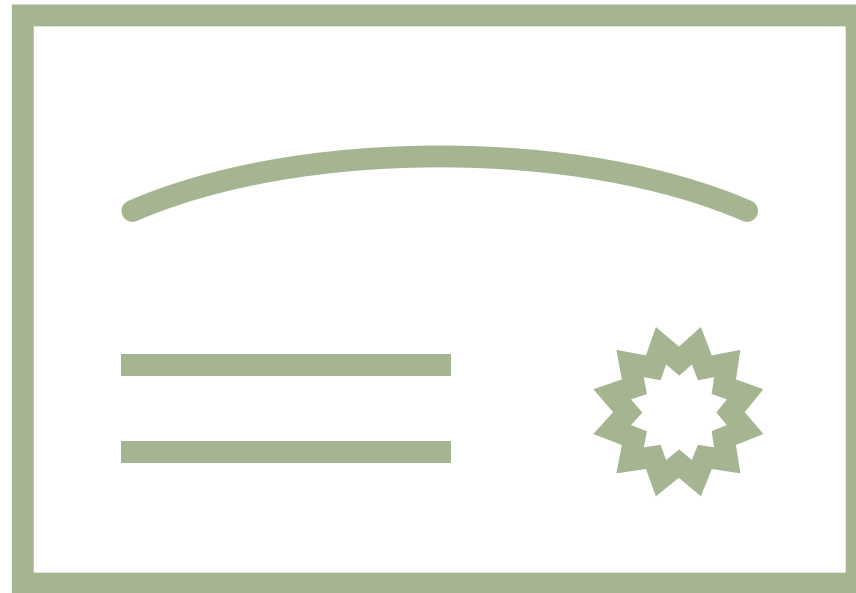


Secretary

What you need to know!

What we will cover:

- HEAR protocols
- Committee meeting top tips
- News Articles
- Emails and GDPR
- AGMs
- How to contact us



Higher Education Achievement Report

What is the HEAR?



Volunteer Agreement

Recognized on your
Academic Transcripts

Great for your CV!

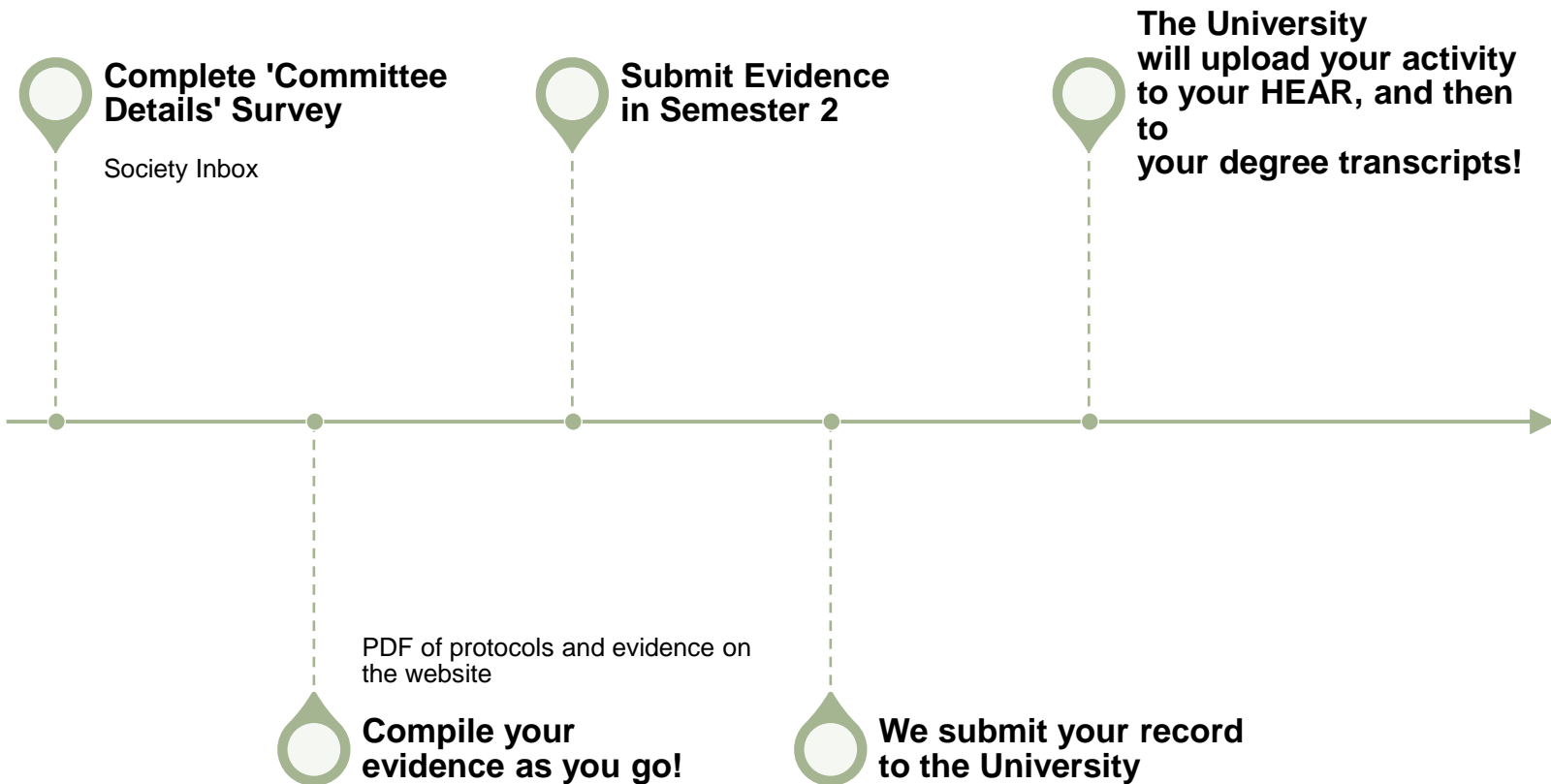
Collate your evidence
as you go - You'll need
this later!

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 all compulsory Health and Safety documentation was submitted to the Guild, including risk assessments
- 6. Ensure the society is accountable to its members for example by submitting at least one news story to their section of the Guild website
- 7. Maintain contact with Guild staff including informing them of the date and outcomes of the annual meeting

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 from booking onto the sessions

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

Your email confirmation from booking a drop in

Email threads with your Coordinator count as evidence too!

Any questions?

- If you have any questions, please put them in the chat and we will reply!
- Or feel free to take yourself off mute and ask me now! 😊
- You can also catch us after the session.



Regular Tasks

Minute taking and meetings

Book in regular meetings where you can communicate face to face.

Find a time that suits everyone.

Secretaries should provide agendas, minutes and contribute to event ideas.

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.

Speak to your coordinator for help

Agendas and Minutes

- Set an agenda
- Take minutes for a formal record of your committee meetings
- Circulate to committee members

Full guidance on Guild website > Society Resources > Meeting Resources

Support with organising events.



Plan and organise a range of activities over the year

Writing news articles

It is your job to provide updates on the society webpage

- This is your opportunity to show off your society activity
- Get creative
- Contributes towards your HEAR



Ensure the society is accountable to its members for example by submitting at least one news story to their section of the Guild website

Salsa Society - Year Round Up!

Published: 26 Apr 2024 16:26 , Last updated: 24 Jul 2024 15:57

Mickie Carline

☆☆☆☆ No ratings yet
Good Afternoon everyone!

This is a little end of term round up of all c
a few reminders about the exciting things

How BakeSoc will run this Semester (Sem 1 2020)

Wednesday 28-10-2020 - 19:01



Hi everyone!

Hope you are keeping well and have managed to get your flour and sugar now that the shelves are stocked up!

We would like to just pop on here to let you guys and gals know that for this semester, we will be fully online

Unfortunately, due to the Coronavirus situation, we are not able to meet physically 😞 But fret not! We are still running regular events. We have been doing Bake-Alongs on our Instagram [@uolbakesoc](#) and [Facebook page](#), where we post videos of ourselves baking and then you join us by baking the sweet/savoury treat and tag us in your creations.

New videos are regularly posted on We answering our polls and sending in pictures of y

We are also thinking of running a couple of live interested, so get in touch with us - we would l

Times are challenging being cooped up in our h bring you and your household EVEN CLOSER (if some joy and fun.

Happy Baking! See you on Instagram/Faceboo
Yours sweet-cereity (sincerely), the BakeSoc Co

Home / News

News

 <p>Liverpool Guild of Students</p>	 <p>Liverpool Guild of Students</p>	 <p>Liverpool Guild of Students</p>	
<p>Tue 16 Jul 2024 A Letter to First Year Me</p>	<p>Mon 08 Jul 2024 TopTips for Graduation 2024</p>	<p>Wed 15 May 2024 Guild Awards 2024 Winners</p>	<p>Thu 04 Apr 2024 You're invited to the Guild's Annual Members' Meeting</p>

Chat is Offline

Task

Turner on mics or in the chat box suggest
a news article you could write for
your society

Society inbox

It is part of your role to reply to emails in your society inbox. Below are some tips to remember:

- Keep your tone polite and friendly
- Make sure to include your name in the sign off
- Respond in a timely manner
- Reply to all your emails

GDPR

2018 – Reform in the way every organisation stored data. That includes your society at the Guild!

How can we keep our members data secure?

- Use only ****@society.liverpoolguild.org email address
- Membership and attendance lists on Guild website only
- Contact members through Guild website only
- Only contact members about the society activity

Completing risk assessments

It is part of your role to ensure risk assessments are signed and returned to Guild staff before your event

RISK ASSESSMENT FORM

Location:	Building:
Society:	Person Responsible:
Capacity of Room:	
Activity/Event (please describe the event in as much detail):	
Date & time of event:	
Persons who can be adversely affected by the activity:	

Emergency situation	Additional control required
In case of emergency whilst on Guild or University premises, go to Guild Reception or call 2222 from any internal phone/0151 794 2222 from any other phone. The Campus Support Team will contact the emergency services if necessary.	
In case of emergency whilst not at the Guild or University premises, contact emergency services on 999.	Call the Guild on 07970247511 Monday-Sunday 6am-11pm Outside these hours, contact Campus Support on 0151 794 2222

Risk assessor (signature).....Date..... Authorised by (signature).....Date.....



Ensure all compulsory Health and Safety documentation was submitted to the Guild, including risk assessments

Annual General Meeting (AGM)

Open meeting for
all society
members

Presidents will
organise and
deliver a report

Secretaries will
take minutes and
share the date and
outcome of AGM
with Societies
Coordinator

Treasurers will give
a financial report

All guidance and
templates can be
found on
the website in the
society handbook



Maintain contact with Guild staff including informing them of the date and outcomes of the annual meeting

Any Questions?

- These can be about anything we've talked about so far.
- Feel free to take yourself off mute and let us know or use the chat box!
- You can also message us privately on the chat and we can read the questions out anonymously or catch us after the session.

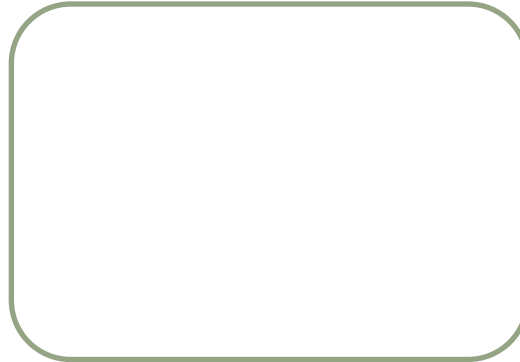
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Keep in touch!



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 -

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.

Take a few moments to complete this short feedback form



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

See you there!