



Welcome to Society Training 2024/25

Part 1

Society Committee Training 2024/25 checklist

- Online Society Committee Training ✓
- In Person Society Committee Training
- Bystander Intervention Training

Session Outline

General Guild information



Meet your Student Officers



Using the Website



Opportunities and Development



Role Specific Sessions

Nice to meet you!



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 -

Role Specific Sessions

Please put your
committee role
or session choice
next to your
name

President

Secretary

Treasurer

General Committee have 3 choices:

- Sustainability in Societies
- Social Media & Marketing
- Fundraising 101

Ground Rules

- Be ready to participate, engage and ask questions
- Cameras on, sound off, until we ask!
- Staff Team here today
- Submit questions via the chat, to one of the hosts

Let's get to know each other!



Welcome to your Students' Union



Our mission



Our Mission is to:

- Fight for the things that matter
- Make sure the Guild stays at the heart of campus
- Develop students
- Support students

Our Values



Fun and
Friendly



Ambitious



Innovative and
Agile



Representative
and Involving



Professional and
Responsible



Sustainable

Meet your elected Student Officers



Code of Conduct

Guild Advice and Support

**We understand
that your time
at university
may not always
be plain sailing
and sometimes
you might need
some extra advice
along the way**

- Guild Advice Service
- Academic and Housing Advice
- liverpoolguild.org/advice
- guildadvice@liv.ac.uk

The Guild & Safeguarding



- Aims to protect the wellbeing of children, young people and vulnerable adults
- We are committed to ensuring that the Guild is an environment where students are able to meet, socialise, learn new ideas, debate and discuss, in a safe, supportive environment.
- We are guided by our values of being fun, friendly, representative and involving.
- We believe in valuing and respecting all people as individuals

What is Safeguarding?

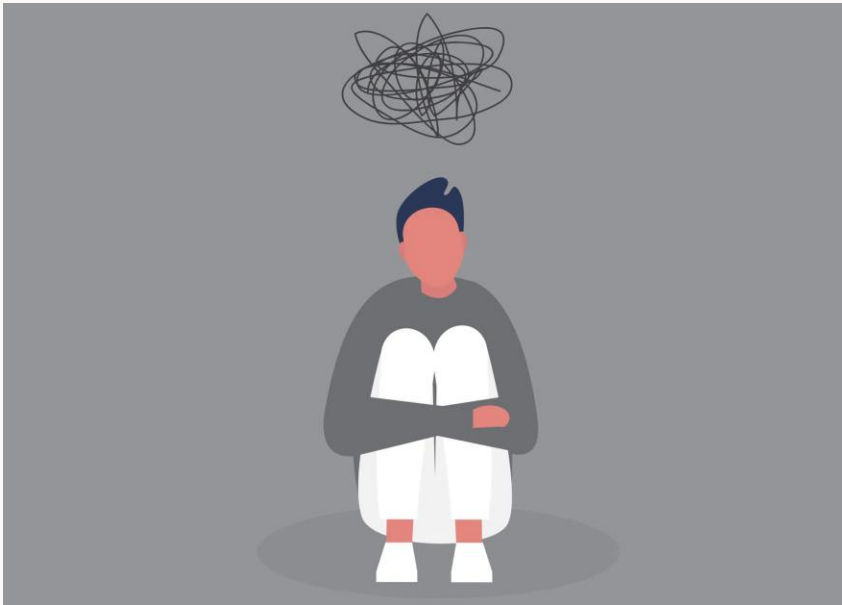
The following groups are considered as part of the Safeguarding Policy:

Children (under the age of 16)

Young People (aged 16 and 17)

Vulnerable Adults (adults who have to rely on others for tasks of daily living or may be unable to protect themselves against significant harm or exploitation)

What might you be concerned about?



- Reports of abuse or assault
- Someone being radicalised
- Another students' wellbeing

What to do

- If you're planning an event that may include people covered by the policy, or may have safeguarding risks, chat to a member of Guild staff in advance. We'll work to find a solution.
- If you have any concerns, let a member of Guild staff know.

Guest Speakers

Each year, our Societies invite Guest speakers to take part in their events.

Please ensure you give us **at least 3 weeks' notice** of who you wish to invite to speak on campus.

This will allow us to initially check that there is suitable space, adequate staffing and any other appropriate measures in place to enable the event to go ahead, including completion of your risk assessment.

Who invites who?

Any contact between a society and potential or confirmed speakers must be carried out by a member of the society committee who has undertaken Society Committee training

Cancelling a Guest speaker

If any society is considering cancelling a guest speaker, or an event at which a guest speaker is due to attend, you must discuss this with your Coordinator **before** speaking with the external person.

Society Storage

All society items can be shared

Membership money must be spent well & items bought with the money must be looked after & treated with respect

Societies should not duplicate their purchases

Storage should be safe, accessible and easy to navigate

Guild staff and societies should feel confident about what's in that space at all times

Spend It can support students in buying appropriate new items

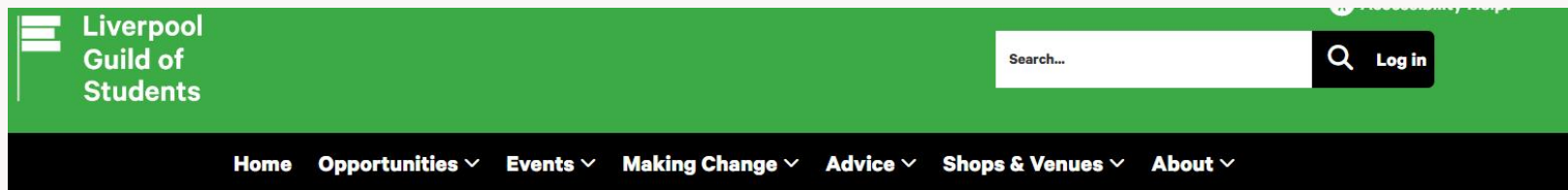
Wherever possible, all society items should be kept in society storage. They must not be stored at member's homes.

We have done some moving around - if this has impacted your society, we'll be in touch shortly to let you know

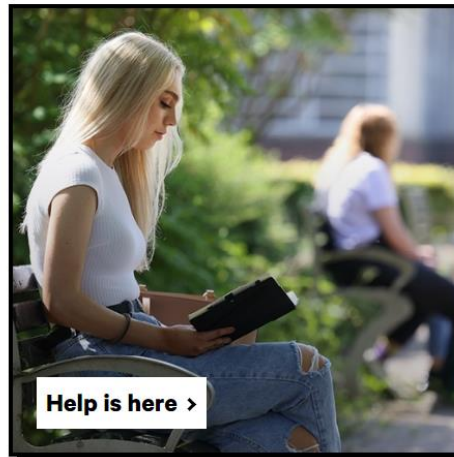
If you're buying expensive items, you must let your Society Coordinator know beforehand so that we can check the society inventory first

Guild website

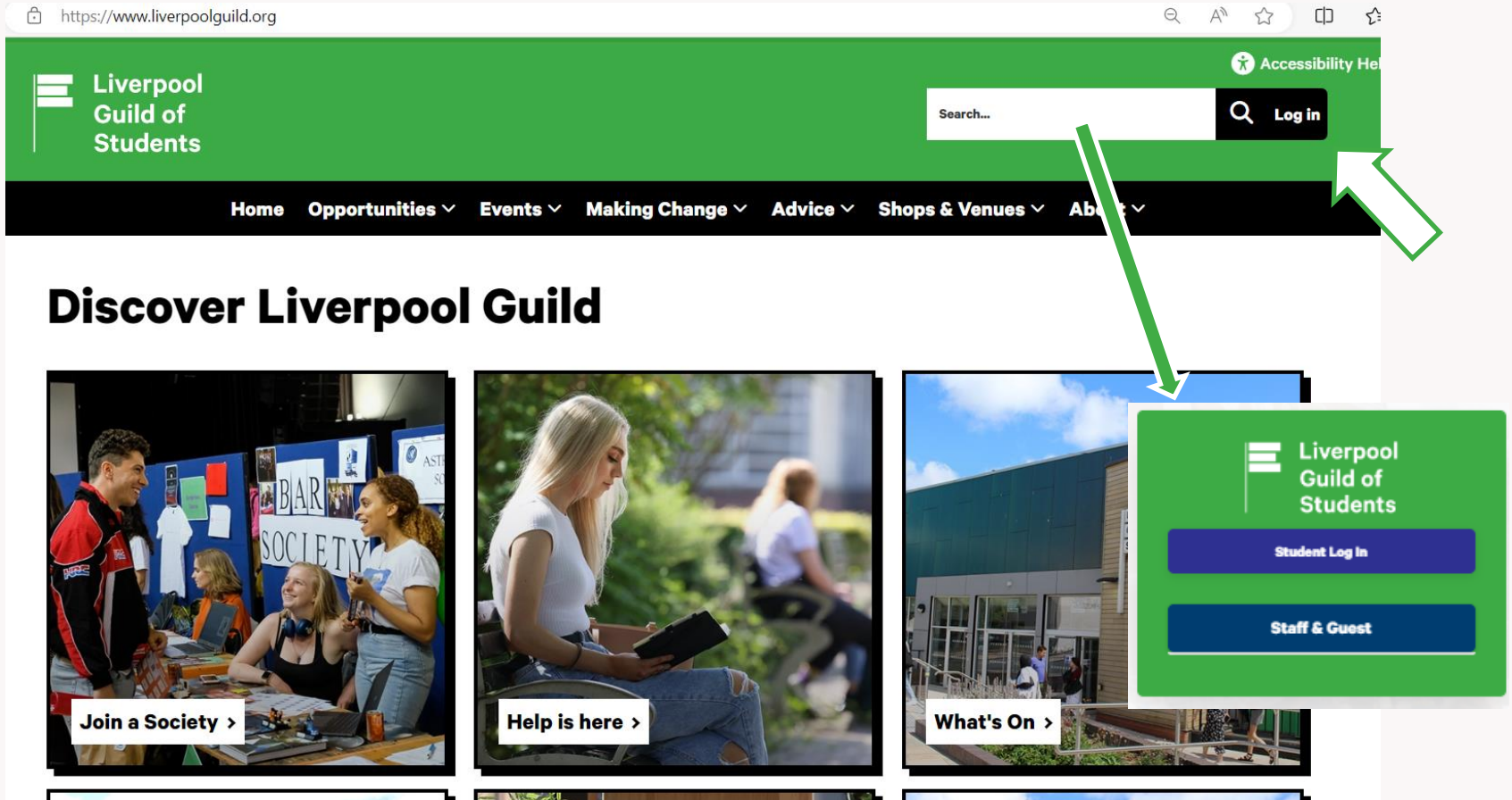
www.liverpoolguild.org



Discover Liverpool Guild



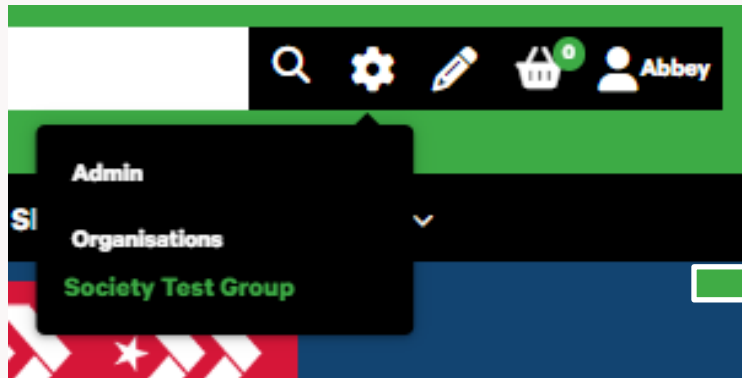
How to access admin tools



The screenshot shows the Liverpool Guild of Students website. At the top, there is a green header with the logo and navigation menu. A search bar and a 'Log in' button are visible. A green arrow points from the 'Log in' button to a zoomed-in view of the login portal. The zoomed-in view shows two buttons: 'Student Log In' and 'Staff & Guest'. Below the main content area, there are three featured sections: 'Join a Society >', 'Help is here >', and 'What's On >'.

Log into the Guild website with the student log in portal. When successfully logged in it will take you back to the main page.

We will email you once you have your admin rights- don't worry!



- Log in will now be replaced with the options to the left.
- Click the cog/settings button
- Click group under Organisation
*this will say your society's name


Home / Organisation Details / Organisation Admin


Organisation Admin


Society Test Group ([change](#))


Admin tools


[Go to home page](#)


 Edit Details

 Events

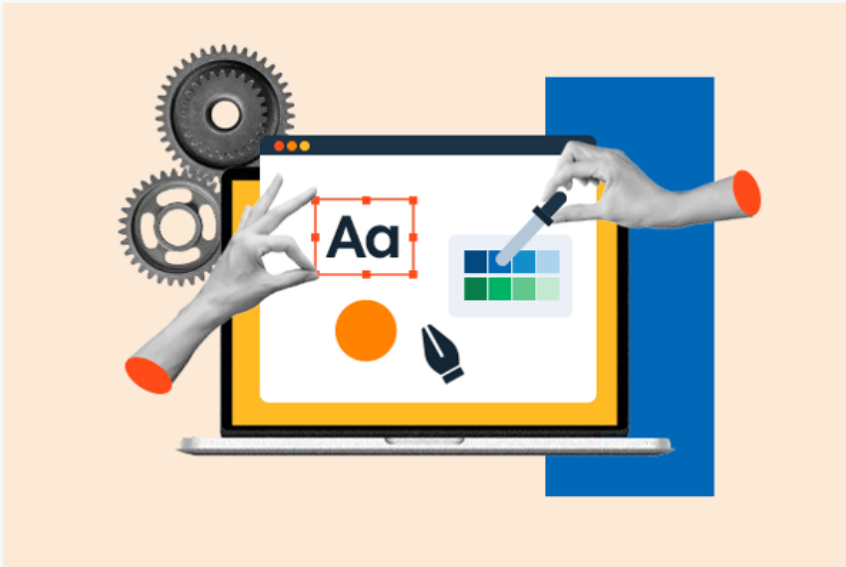
 Tickets

 Messages

 Members

 Sales Reports

Admin Tools Overview



- **Edit Details**
 - Edit your main page on the Guild website, such as logo, description, socials etc
- **Events**
 - List your society events that have been approved by the Guild
- **Tickets**
 - Add the tickets to the events you have created
- **Messages**
 - Send out emails to society members
- **Members**
 - List of all members within your society
- **Sales Reports**
 - See how your tickets have sold for your events
- **News**
 - Publish your news articles to appear on the Guild Website
- **Finance**
 - Submit and approve payment requests

Admin role remit

Each committee role will have different admin rights within the system.

President – Events, Details, Products, Members Messages/Emails, News, Sales Reports, Finance

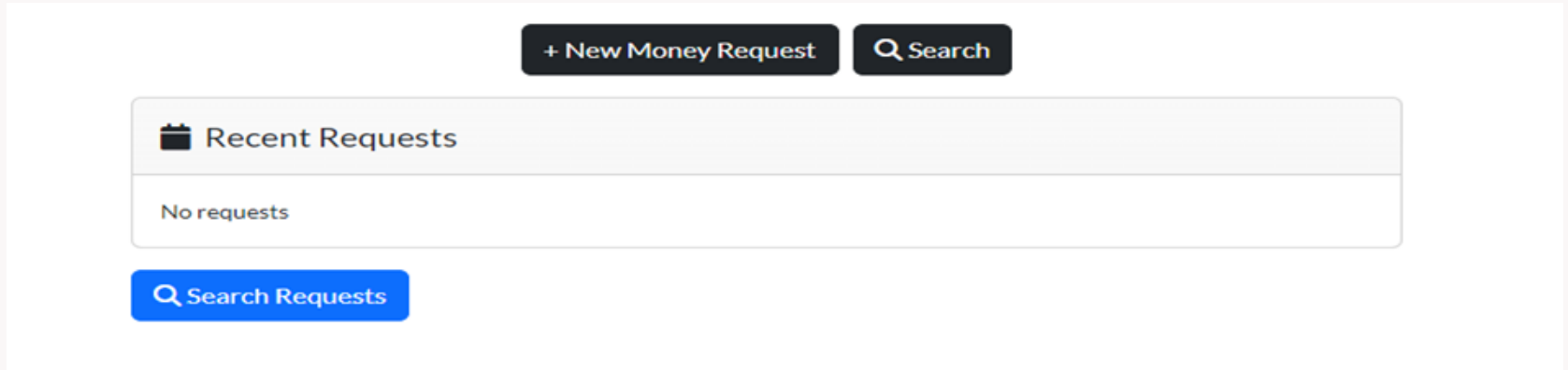
Secretary – Events, Details, Products, Members, Messages/Emails, News, Sales Reports, Finance

Treasurer – Products, Sales Reports, Finance

Products are just tickets.

**You can find more information
within the Website resource
which we will now link into the
chat and you can find in the
Society Handbook**

SGF: Student Group Finance



The screenshot displays a web interface for the Student Group Finance (SGF) system. At the top, there are two dark buttons: '+ New Money Request' and 'Search'. Below these is a light gray box with a calendar icon and the text 'Recent Requests'. Underneath this box, it says 'No requests'. At the bottom of the interface, there is a blue button with a magnifying glass icon and the text 'Search Requests'.

Once on the website you will see a page similar to the one above.

New Money Request

Request type: Reimbursement

Event: (Not associated with an event)

Payable to: Requester

Payment method: BACS

Bank Sort Code:

Bank Account:

Item description:

Justification:

Gross Amount: £

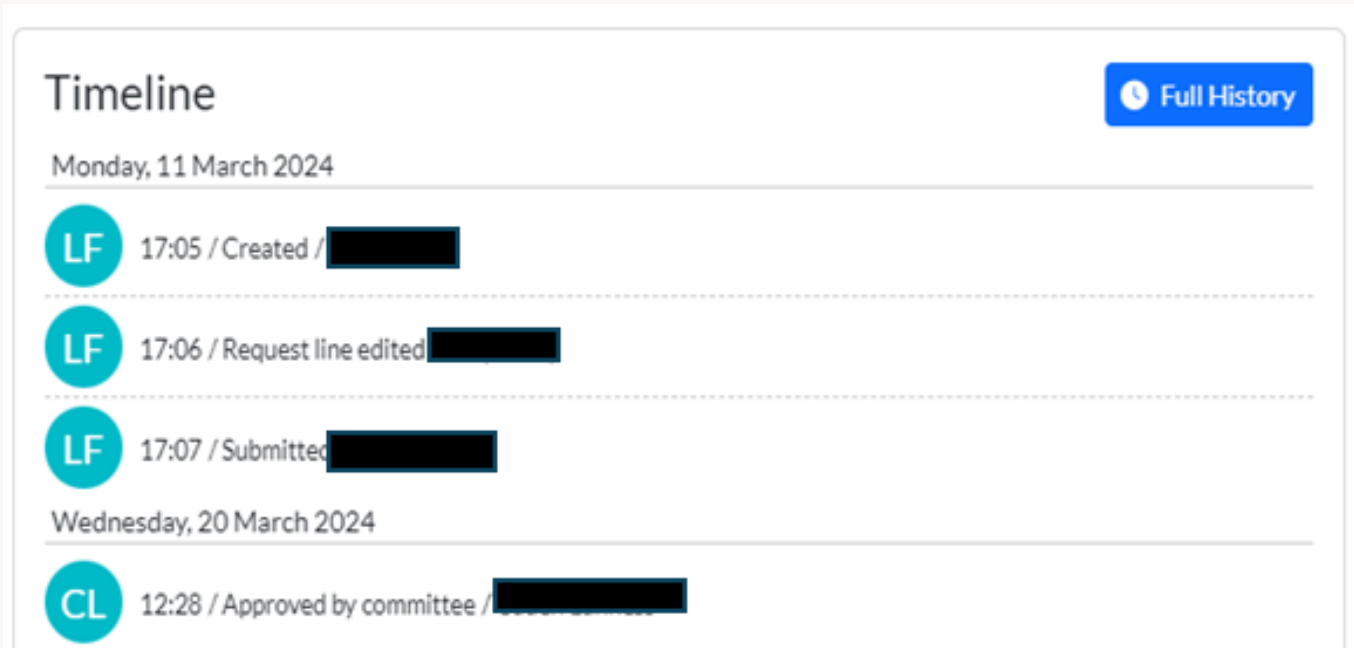
Account:

- Please choose...
- Income
- Grant
- Fundraising

Upload Receipt

Select files...

To request a refund, you must fill out this section. Please make sure you include any receipts or invoices, otherwise the form will not go through.



Timeline [Full History](#)

Monday, 11 March 2024

- LF 17:05 / Created / [REDACTED]
- LF 17:06 / Request line edited [REDACTED]
- LF 17:07 / Submitted [REDACTED]

Wednesday, 20 March 2024

- CL 12:28 / Approved by committee / [REDACTED]

Once you have submitted the form, it will appear as a pending request. They stay as pending until the President/ Treasurer of your society has approved it.

Guild staff will then be notified a payment request has been submitted . You can see the full request history

**You can find more information
within the Finance resource
which we will now link into the
chat and you can find in the
Society Handbook**

Take yourself off mute and let us know or use the chat box!

ANY QUESTIONS?



Activities and events

Event Planning

- This will be covered in part 2 of your society training, in person – so be sure to attend!
- In the meantime, if you are planning an event be sure to speak to your coordinator and complete an event cover form!

The Basics

Your Society Category *

Academic ▾

Society Name *



eg. Lord of the Rings Society

What is the title of the activity? *

Please also give a brief overview of the activity

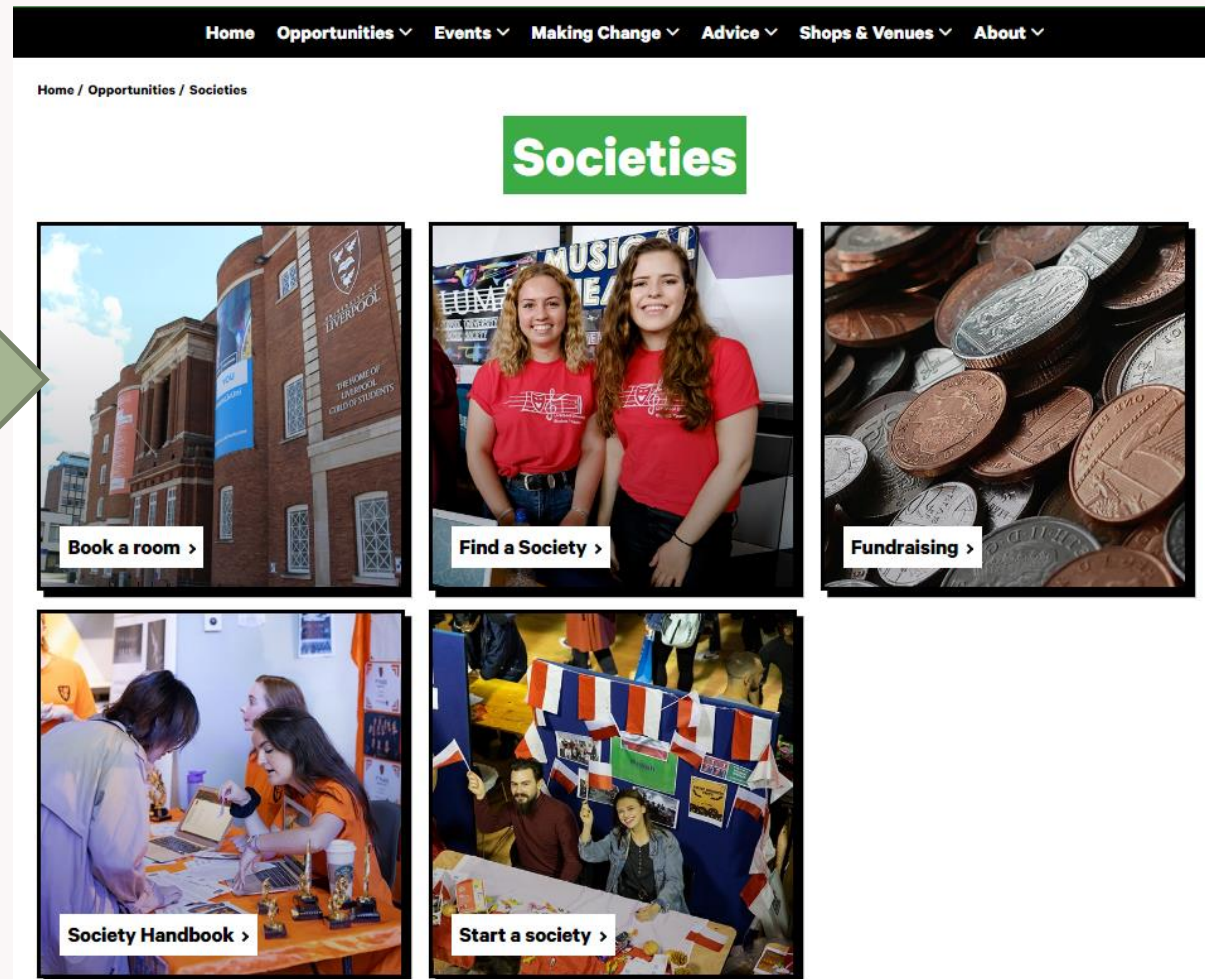
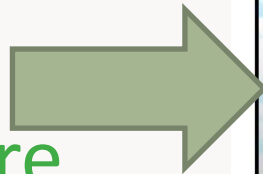
eg. Meeting of the Fellowship - a full society meeting

What date is your event *

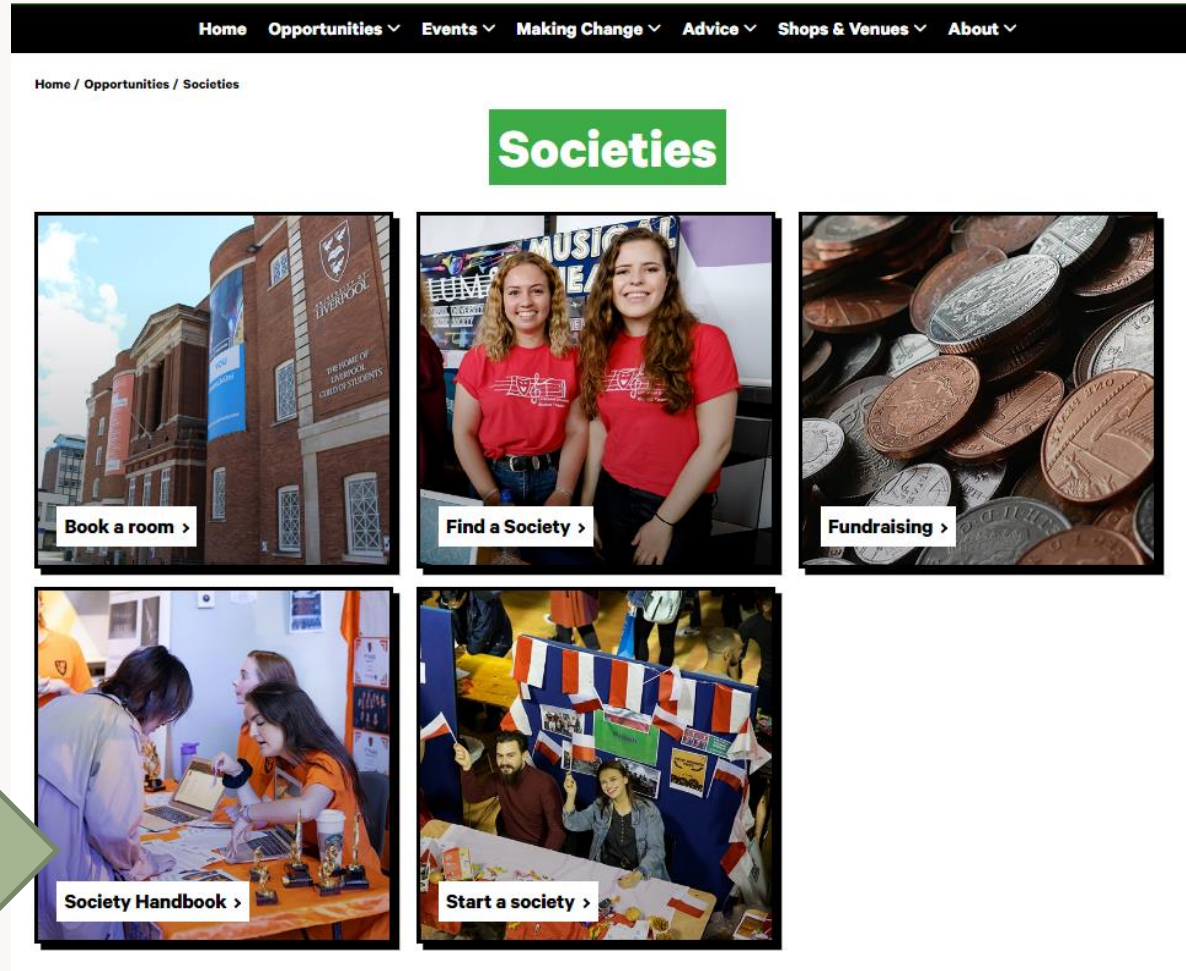
Room Booking Process

- You can book rooms via the Guild website!
- Room hire is free to societies.



Society Handbook

For more information, to download forms and a whole host of other useful stuff, visit your Society Handbook on the Guild Website!



Home Opportunities ▾ Events ▾ Making Change ▾ Advice ▾ Shops & Venues ▾ About ▾

Home / Opportunities / Societies

Societies

[Book a room >](#)

[Find a Society >](#)

[Fundraising >](#)

[Society Handbook >](#)

[Start a society >](#)

Our Society top tips!



Managing the
Society Inbox



Email etiquette



Communication is
key!

Your membership

- It is your mailing list – only way you should be contacting members
- Ensures society will continue next year
- Your membership list should reflect your engagement
- Useful when applying for Spend It

General Data Protection Regulations (GDPR)

2018 – Reform in the way every organisation stored data. That includes yours 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 contact members about the society activity
- Follow Guild guidance including Data Protection policy and data breach procedure available at: <https://www.liverpoolguild.org/about/privacy/>
- Flag up any concerns asap to your Society Coordinator who will pass it on to the Data Protection Officer at the Guild
- Remember use of BCC and logging out of the inbox once you are done!

Lead the way....



HEAR

- This is a great opportunity to have your non-academic activity recognised on your academic transcript
- Guild activity verified by us
- Have to meet certain protocols, with different protocols for different roles
- Volunteer Agreement
- Detailed information to be given in breakout sessions
- Your responsibility to send evidence to the Guild to show that you've completed the protocol



Leadership Opportunities

Student Leaders
Conference 2025

Run a GiaG
session

Course
Reps/PGR Reps

Senate Rep

Volunteering

Guild Schools
Volunteer

Change it

Liberation & Left
Out Student
Communities

Change it

Guild Events

Student staff
opportunities

Individual Committee details form

- *Did you know that as a society committee member, you are a volunteer?*

This means your society activity can be included on your degree transcript, as you work towards the Higher Education Achievement Report. In order to begin working towards this, you need to complete this survey, which gives us permission to share your society activity with the University.

Completion of this survey also informs us of the best way to contact you!



How can I get in touch?

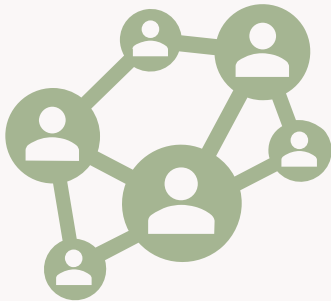
Our Admin Inbox: saadmin@liverpool.ac.uk

Drop In:

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

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

Communicating with each other



You will now go into your role specific sessions where you will all cover different aspects of your roles, and therefore of the running of your society



It is worth meeting after society training to discuss what you have learnt and discuss best practice!

Come visit us!



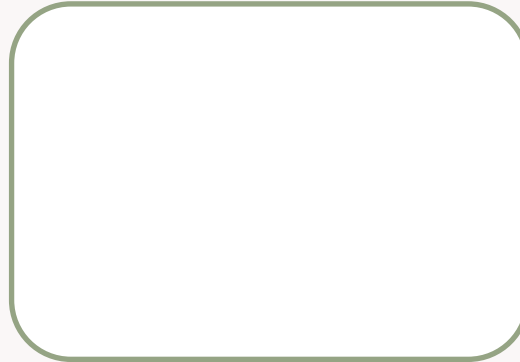
- We are really looking forward to meeting you all in person in part 2 of your training but be sure to pop in for a burrito, a coffee or even to catch up with your friends too!
- You can find our opening times, including those of our commercial outlets at our website!

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 -

So, stay tuned!



**Now time for your role specific training-
Attendance to the full training is
compulsory for your HEAR – Don't miss
out!**