President and Vice-President – Key Points

Your HEAR Protocol:

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

Key skills:

Communication
Positive attitude/self-confidence
Team working and delegation
Numeracy (application of)
Problem solving
Critical thinking
Creativity
Self-Management
Your role as a president/Vice president:

The HEAR (higher Education Achievement Report) is an opportunity to have your non-academic activity recognised on your academic transcript. The HEAR protocols are an excellent way of defining your role as a President or Vice President.

The HEAR protocols for a President/Vice president are as follows:

- Be elected by peers
- Attend compulsory society committee training
- Attend at least one drop in with a Societies Coordinator
- Plan and deliver a range of activities over the year
- Maintain contact with Guild staff
- Organise elections for new committee positions
- Ensure the society is accountable to it’s members (for example by holding an Annual General Meeting)
- Optional: Write a reflective account

President/Vice-president
Taking lead of your society!

Key:

- Applicable to President and VP
- President only

If you are able to fulfil all of the above relevant HEAR protocols you will find the HEAR award included on your academic transcript. The Guild will keep track of your attendance to drop-ins, training, and the contact you maintain with Guild staff. You are responsible for ensuring you meet these protocols and keep evidence of your activities to send to your coordinator when requested.
How to fulfil your role as a president/vice president

Attend compulsory society committee training:

Society committee training is an excellent opportunity to develop your skills as a leader and to develop goals for your society. It is also an opportunity to meet with committees of other societies and learn about their goals and aspirations and opportunities for collaboration.

Society committee training takes places in semesters 1 and 2. Please make sure that you look out for emails regarding society training and book a place using the Guild website.

Attend at least one drop in with your society coordinator and maintain contact with the Guild:

Maintaining contact with the Guild is critical to your success as a society, and to you achieving the HEAR. As a society, your main point of contact will be your society coordinator. Each category of societies will have specific coordinators who are specialised in catering to your society’s needs.

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Society category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hannah</td>
<td>Liverpool Guild Student Media Medical Societies</td>
</tr>
<tr>
<td>Tor</td>
<td>Affecting Change Sharing Activity Performing Arts</td>
</tr>
<tr>
<td>Emily</td>
<td>Academic Celebrating Culture Celebrating Faith</td>
</tr>
</tbody>
</table>

You can contact your society coordinator via email, phone, by coming along to a drop-in, or by arranging a meeting.

Society drop-ins are particularly useful allowing you to regularly meet with your society coordinator, discuss your upcoming plans, the direction of your society, and ask any questions. To achieve the HEAR is it compulsory that you attend at least one drop-in, however regular drop-ins will help you to keep your society on track and achieve your goals for the year.
Society drop-in times are as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>11AM – 1PM</td>
<td></td>
<td></td>
<td>Tor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1PM – 3PM</td>
<td>Emily</td>
<td>Hannah</td>
<td>Emily</td>
<td>Tor</td>
<td></td>
</tr>
<tr>
<td>5PM – 6PM</td>
<td>Emily</td>
<td>Hannah</td>
<td>Tor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Planning and delivering a range of activities:

As President/Vice-President of your society you will play a large role in determining alongside your committee the events that you wish to plan throughout the year. You will be responsible for overseeing events, ensuring that tasks are delegated properly and completed on time. You will also be responsible for maintaining contact with Guild staff during the event planning process. Different committee members will take different roles in the planning of event, for example, secretaries will be responsible for risk assessments while treasurers will responsible for budgeting for events. Please familiarise yourself with the event planning process.

You can find this on the Guild website:

Societies > Resources > Risk Assessments and Event Planning > Event Planning Process.
Ensure that the society is accountable to it’s members:

The Guild is a democratic student-led organisation. It is important that societies are also student-led and democratic. An important element of this is ensuring that your committee members are democratically elected and that your committee is accountable to the society members.

To ensure that your society is accountable to its members you must hold an Annual General Meeting (AGM). This is an open meeting for all paid members of your society. The AGM is an opportunity for society members to give feedback and make suggestions for the year to come. This is an important opportunity to discuss any successes and lessons learnt. Your society can also take this time to review aims and objectives.

The president is responsible for organising this meeting and ensuring a report is delivered to society members outlining the societies activates for the past year. Secretaries will take minutes at the AGM and treasurers will provide a financial report.

Your society coordinator will be able to help you with preparing for the meeting including writing the agenda. You are encouraged to meet with a coordinator before the meeting in preparation and expected to meet with them following the meeting to feedback.

You may choose to hold elections for new society committee members during this meeting.
Be elected by peers, organise elections for new committee members:

Societies must elect a new committee each year. Elections must be held from March 1st and concluded by April 30th. The election can be run either by a secret ballot (so that members are not pressured into voting for a particular candidate) or on the Guild webpage.

Information of how we can help you run an online election will be sent out in March.

Elections will be open to all paid members of the society to nominate themselves for a committee role and vote.

Safeguarding:

As a leader of your society you may find that your committee and members wish to confide in you. It is therefore important that you are aware of the University policy on Safeguarding of Children, Young People and Vulnerable Adults.

You can find this policy [here](#).

All students and staff, including Guild staff must comply with this policy.

If you ever have any concerns for an individual speak to your coordinator and explain your concern. They will liaise with Tricia (our CEO) and Morven (Director of Membership Services) who can offer support to you and the individual. We will identify how we can best support and protect the individual. Concerns will be dealt with sensitively, in line with our confidentiality procedures, and guided by our values.

**Remember – You are not alone. There’s lots of support for you and the person you are concerned about.**
Meet the Team:

**Hannah Fowler** – Societies Manager - Medical & Student Media
hfowler@liverpool.ac.uk

**Emily Williams** – Societies Coordinator- Academic, Celebrating Faith & Culture
emily.williams2@liverpool.ac.uk

**Tor Smith** – Societies Coordinator – Affecting Change, Performing Arts & Sharing Activity
tor.smith@liverpool.ac.uk

**Aneeqah Ali** – Student Activities Administration Assistant
saadmin@liverpool.ac.uk