General Committee – 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. Lead on the planning and delivery of at least one society activity over the year
5. Maintain contact with Guild staff

Your Key Skills
1. Communication
2. Positive attitude/ self-confidence
3. Team working
4. Numeracy (application of)
5. Problem solving/ critical thinking/ creativity
6. Self-management

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 it is 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>Event</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>Tor</td>
<td></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>
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</tbody>
</table>

**Planning**

Give your coordinator 6 weeks’ notice of the event you want to do.

Work with your secretary to complete an event cover form and then complete the risk assessment sent to you by your Society Coordinator.

There should also be an event/ trip leader and this should be stated with their contact number on the front page of the risk assessment.

You should identify who is responsible for mitigating each risk – you should make sure that if any risks you think aren’t covered in the boxes, you include in additional risks at the bottom of the risk assessment.

**Trip Planning**

Give us at least 6 weeks’ notice for these – and ideally more! Fill out a Trip Cover form to tell us where you’re going, how you’re getting there and if you’ll be staying over.

We will also need a Trip Attendee Form – Participants details; Name, Student ID, Emergency Contact details, Next of Kin details, allergies etc.

This must be submitted at least 3 weeks before departure.

Give us as much notice as possible if you intend to go abroad.

**What else might we need?**

Public Liability Insurance for any providers
Food Hygiene Certificate
Travel Arrangements and Public Liability insurance of any travel providers
Running Order if you have tech requirements
Take a look at our Event Planning Process for more info

Publicity
We have rules about how and where you can put posters in the Guild, so remember:
Only use blue tac
Do not put on fire doors
Put your society name on it!

Fundraising
Remember some important rules about Charity Law:
Contact the charity you’re fundraising for, they might be able to help and provide resources!
Check if you need a licence (e.g. need one for L1 and centre of Liverpool)
Display clearly who and what you are fundraising for (including charity number and logo) –
This is provided by the guild – make SURE you do not remove the stickers keeping the bucket closed!
Suggested donations only for cake sales
DON'T SHAKE THE BUCKET!

So, what you need to do for your society is…
Request buckets (send over: amount of buckets you want, name of charity, registration number of charity, and Logo).
When you collect buckets MAKE SURE you have a fundraising form and PV
If you can see these are missing, please just contact your coordinator, or the Volunteer &
Fundraising Coordinator.
Fill out fundraising form
You cannot pay the money into reception without your fundraising form
When you take the PV back to reception, state on the PV that money is going to CHARITY vs
YOUR income (for expenses).

Safeguarding
The Safeguarding Policy can be found here
If you have any concerns for an individual please speak to your Society Coordinator as soon as possible
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