Secretary – Key Points

Your HEAR Protocol
1. Be elected by peers
2. Attend the compulsory society committee training
3. Attend at least one drop in with a Societies Coordinator
4. Plan and organise a range of activities over the year
5. Ensure all compulsory Health and Safety documentation was submitted to the Guild, including risk assessments and trip forms
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

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
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:

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 secretary

Regular tasks:
As secretary of your society you will have a number of regular tasks in addition to the HEAR to ensure the smooth running of your society.

Alongside other committee members you will be responsible for monitoring your society inbox and responding to any enquiries. During your committee you will be responsible for keeping accurate records and minutes to track decisions made and actions to be completed.

You will ensure that the information on your society page on the Guild website is up to date and correct (including contact details). You will also use the Guild website to ensure that you are maintaining accurate records on members and that these are held in accordance with the Data Protection Act.

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.

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

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<th>Monday</th>
<th>Tuesday</th>
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<tr>
<td><strong>11AM – 1PM</strong></td>
<td>Tor</td>
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<tr>
<td><strong>1PM – 3PM</strong></td>
<td>Emily</td>
<td>Hannah</td>
<td>Emily</td>
<td>Tor</td>
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<tr>
<td><strong>5PM – 6PM</strong></td>
<td>Emily</td>
<td>Hannah</td>
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Planning and delivering a range of activities and ensuring all relevant health and safety documentation is submitted to the Guild:

As secretary of your society you will play a large role in delivering society events throughout the year. You will be specifically responsible for making room bookings for events, completing event cover forms, completing health and safety documents including risk assessments and ensuring all necessary documentation is submitted to the Guild prior to your events.

Please familiarise yourself with the event planning process so that you know which documents the Guild will need for each specific event.

You can find this on the Guild website:

Societies > Resources > Risk Assessments and Event Planning > Event Planning Process.

It is important that when you plan events you maintain contact with your society coordinator to ensure that every document is submitted properly.
As you are responsible for the health and safety of your society, it is important to know what to do in accidents and emergencies.

**How to get help –**

- First aid kit at reception for minor injuries
- During office hours, or for minor incidents ring the Guild reception on 0151 794 6868
- Out of hours and in major emergencies ring the University Security on 0151 794 2222

If you witness any hazards or have any 'near misses' you should also contact reception so we can log these.

If there is a fire or if the fire alarm goes off, evacuate the Guild from your nearest fire exit. The meeting point is University Square – In front of guild reception.

**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.**
Ensure that the society is accountable to its 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 secretary is responsible for taking minutes at the AGM and helping to produce reports. Taking minutes allows you to keep a formal record of your AGM, helps to track the decisions that you made and provides a useful tool to your successors. You can find a full guide to taking minutes on the Guild website.

Societies > Resources > Meeting Resources > How to take minutes template.

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.
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