



# What you need to know about your role: Secretary

# What we will cover in today's session

- HEAR
- Your regular tasks
- Committee meetings
- AGMs
- Posting to the Guild website
- How to contact us

# Higher Education Achievement Report

# HEAR

- Opportunity to have your extra-curricular activity recognised on your degree transcript.
- Looks great to employers and helps you to articulate the skills and qualities you have gained via committee.
- It has to be Guild activity verified by us
- You have to meet certain protocols, with different protocols for each committee role.
- Volunteer Agreement
- Your responsibility to send evidence to the Guild to show that you've completed the protocols



# Secretary

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
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 – Transferable skills

Elected by peers

Positive attitude and self confidence

Attend Training

Self-management.

Attend Drop-in

Communication & Problem Solving.

Plan Events

Team-working & Self-confidence.

Health and Safety

Self management, Team working & Numeracy.

News Story

Critical thinking & Creativity.

Maintain Contact with  
Guild

Communication & Positive attitude.

# How do I get my Guild activity uploaded to my HEAR?

- Complete the committee details survey – it's in your society inbox.
- You can find a PDF of the protocols on the Guild website.
- As you work towards completing these protocols, keep evidence of your work.
- Evidence includes but is not limited to:
  - dates you attended drop-in
  - paperwork relating to events
  - screenshots of your social media posts about events/activities
  - meeting minutes
  - reports delivered at AGM
  - email chains between you and Guild staff.
- In Semester 2 we will invite you to submit your evidence
- We will keep a record of whether you have completed your protocols and will send this to the University.
- The University will upload your activity to your HEAR and will add it to your degree transcript

# 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.



# Regular Tasks

- Support with arranging meetings and taking minutes, including AGM.
- Replying to enquiries in the society inbox.
- Updating Society information online – more on this in our Webpage Guidance.
- Complete relevant health and safety documents, including risk assessments.
- Support with organising events.
- Writing online news articles on Guild webpage.



# Committee Meetings

# Agendas and Minutes

- Setting an agenda keeps the meeting on track and makes sure important points do not get missed.
- Taking minutes allows you to keep a formal record of your committee meetings, helps you to track the decision that you made and provide a useful tool to your successors. They are also useful to refer back to for events and ideas!
- As secretary it is your responsibility to create agendas, take minutes and circulate these to the committee and your members.
- Full guidance on Guild website > Society Resources > Meeting Resources

# Annual General Meeting (AGM)

- Open meeting for society members.
- Presidents will need to organise the AGM and deliver a report to members.
- Secretaries will take minutes and share the date and outcome of AGM with Societies Coordinator.
- Treasures will give a financial report.
- Guidance documents for creating the reports and taking minutes can be found on the Society Resources webpage

# Committee meeting top tips

- Book in regular zoom or in-person meetings where you can communicate face to face.
- Find a time that suits everyone.
- Secretaries should provide agendas and minutes.
- 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

# Active Listening Task

- Take a moment to think of your ideal holiday.
- On the Jamboard, use **three key words** to describe your holiday to the rest of the group
- Look at the other suggestions – Do you think you could book that holiday? What questions might you need to ask for some additional information?

# Active Listening

Active listening is the ability to detect the most important points of discussion, often by remaining silent but paying close attention to what others say.

This allows active listeners to fully understand the discussion and guide it with considered, precise and/or open questions that lead speakers to reveal more relevant information.

This skill is vital to committee meetings and taking effective minutes.

# Question reminder

- 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.





# Emails and 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

# News articles

## /// 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 Wednesdays. Join our community by answering our polls and sending in pictures of your bakes.

We are also thinking of running a couple of live Zoom bake-alongs if you are interested, so get in touch with us - we would love to set something up!

Times are challenging being cooped up in our homes, but we hope that baking can bring you and your household EVEN CLOSER (if thats even possible!) and spread some joy and fun.

Happy Baking! See you on Instagram/Facebook.

Yours sweet-cerely (sincerely), the BakeSoc Committee 🍪🍪

# How can I get in touch?

Our Admin Inbox: [saadmin@liverpool.ac.uk](mailto:saadmin@liverpool.ac.uk)

Drop In:

	10-11am	11am-12noon	1pm-3pm	3pm-4pm	5pm-6pm
Monday	<a href="#">Hannah C - Volunteering &amp; Fundraising Drop in</a>	<a href="#">Steph - Society Drop-In</a>		<a href="#">Hattie – Society Drop in</a>	<a href="#">Abbey Drop-In</a>
Tuesday			<a href="#">Abbey Drop-In</a>		<a href="#">Hannah C – Volunteering &amp; Fundraising Drop in</a> <a href="#">Steph - Society Drop-In</a>
Wednesday		<a href="#">Hannah F (Zoom - no need to book)</a>			<a href="#">Hannah F (Zoom - no need to book)</a>
Thursday	<a href="#">Hannah C - Volunteering &amp; Fundraising Drop in</a>	<a href="#">Abbey Drop-In</a>		<a href="#">Hattie – Society Drop in</a>	
Friday	<a href="#">Hattie – Society Drop in</a>		<a href="#">Steph - Society Drop-In</a>		

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

# Keep in touch!



Hannah Fowler; Societies & Volunteering Manager – Medical Societies -  
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Abbey Carroll; Societies Coordinator – Academic & Celebrating Culture -  
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Steph Blything; Societies Coordinator – Performing Arts & Celebrating Faith -  
[S.Blything@liverpool.ac.uk](mailto:S.Blything@liverpool.ac.uk)



Hattie Travis ; Societies Coordinator – Affecting Change & Sharing Activity -  
[H.Travis3@liverpool.ac.uk](mailto:H.Travis3@liverpool.ac.uk)



Hannah Clarke; Volunteering & Fundraising Coordinator – works with all societies -  
[Hannah.Clarke2@liverpool.ac.uk](mailto:Hannah.Clarke2@liverpool.ac.uk)

# HEAR review

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 ✓
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# Any Questions?

**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!