



Welcome to Society Training 2023/24

Part 1

Our agenda for this session

- **General Guild information**
- **New website information**
- **Updates on Freedom of Speech**
- **Role Specific Session**



Nice to meet you!



Hannah Fowler; Societies & Volunteering Manager – Medical Societies -
hfowler@liverpool.ac.uk



Abbey Carroll; Societies Coordinator – Academic & Celebrating Culture -
Abbey.Carroll@liverpool.ac.uk



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



Hannah Clarke; Volunteering & Fundraising Coordinator – works with all societies -
Hannah.Clarke2@liverpool.ac.uk

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
- Society Wellbeing Training

Society Training for 2023/24

- This year your training will be split into two sessions

- Online

Get to know the Guild

New website!

Committee Role Specific

- In person

Event Planning & Networking

Bystander Intervention Training

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

What do you want to get from Society Training today?

Let's get to know each other!



Who are we?

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

Safeguarding

- •The University has a Policy on the Safeguarding of Children, Young People and Vulnerable Adults
- •All students and staff, including Guild staff, must comply with this.
- •It can be found at
<https://www.liverpool.ac.uk/media/livacuk/student-support/Policy,on,the,Safeguarding,Of,Children,APPROVED,September,2019.pdf>

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?

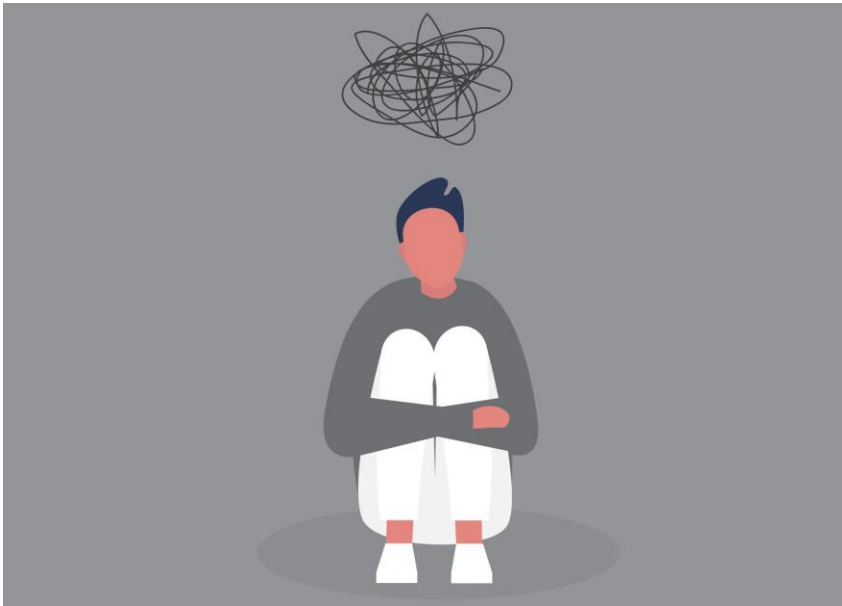
The following groups are considered as part of the Safeguarding Policy:

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.

Freedom of Speech

Each year, our Societies invite Guest speakers to take part in their events. The Higher Education (Freedom of Speech) Act 2023 places new responsibilities on students' unions to promote freedom of speech, and facilitating external speakers is an important part of this.

Invites prior to 13th September 2023

- Invites issued prior to 13th September 2023 must be honoured. If any society is considering cancelling a guest speaker, or an event at which a guest speaker is due to attend, please speak to your coordinator before contacting your Guest speaker

Invites from 13th September 2023

- Moving forward, 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
- **Before contacting an external speaker**, the society must submit an Event Cover Form to the Guild, detailing any potential speakers. 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.
- Once the Guild has confirmed that the event can be facilitated, the potential speakers can be contacted and invited by the relevant member of the society. At this point, it may be necessary for Guild staff to liaise with the speaker, or their team, in order to finalise logistical arrangements relating to the event.

If a society is contacted by a speaker or organisation who wish to attend, or speak at a society event, the society should do the following;

- **If the society are not interested in hosting the speaker, or organising an event with them-** the society should decline the offer directly to the speaker or organisation.
- **If the society are interested in hosting the speaker-** before replying to the speaker or organisation, the society should complete an Event Cover Form, sharing the details of the proposed activity and the guest speaker. The Guild will work with the society to discuss the feasibility of the event, as outlined above

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

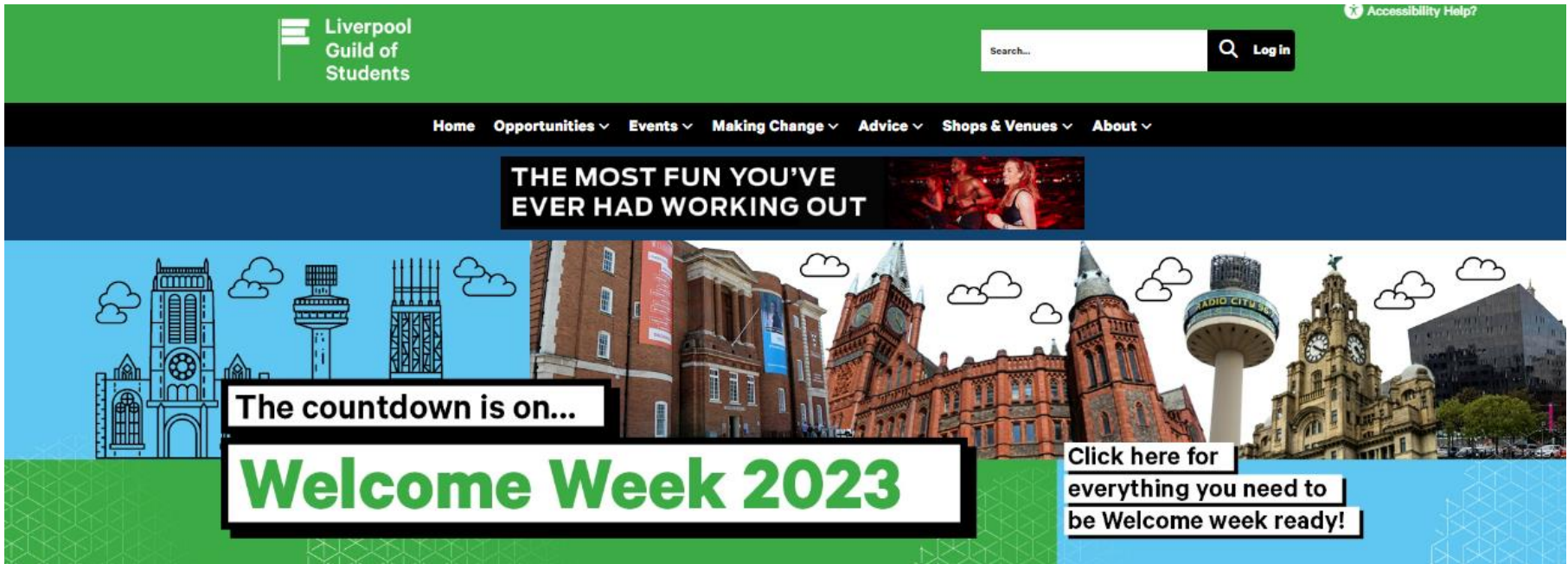
Spend It can support students in buying appropriate new items

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 over the summer - 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

New Academic year, New Website!



The screenshot shows the Liverpool Guild of Students website homepage. At the top left is the logo and name. To the right is a search bar and a 'Log in' button. Below this is a navigation menu with links for Home, Opportunities, Events, Making Change, Advice, Shops & Venues, and About. A banner at the top right says 'THE MOST FUN YOU'VE EVER HAD WORKING OUT' with a photo of people at a social event. The main visual is a collage of Liverpool landmarks, including the Spire, the Radio City Tower, and the Clock Tower. Overlaid on this are three text boxes: 'The countdown is on...', 'Welcome Week 2023', and 'Click here for everything you need to be Welcome week ready!'.

Liverpool Guild of Students

Search... Log in

Accessibility Help?

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

THE MOST FUN YOU'VE EVER HAD WORKING OUT

The countdown is on...

Welcome Week 2023

Click here for everything you need to be Welcome week ready!

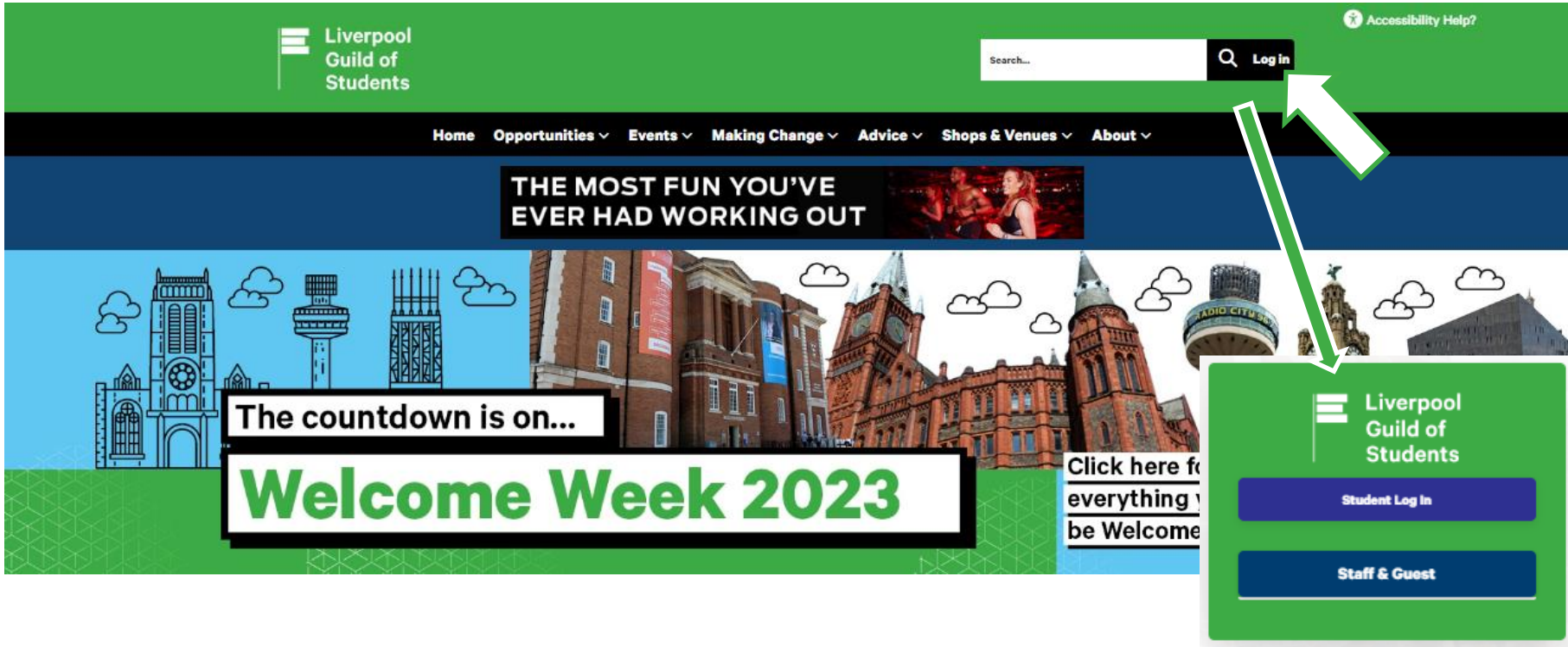
We have recently switched websites so your interaction with the “Dashboard” will be different.

But don't worry! This is what today's session is about!

We will show you...

- Accessing Organisation Admin/Admin tools
- Admin Tools Overview
- Admin Limitations
- Live demo
- Online Payment Vouchers

How to access admin tools



The screenshot shows the Liverpool Guild of Students website. At the top left is the logo. To the right is a search bar and a 'Log in' button. Below the navigation bar is a banner for 'THE MOST FUN YOU'VE EVER HAD WORKING OUT'. The main content area features a 'Welcome Week 2023' banner with the text 'The countdown is on...' and 'Click here for everything to be Welcome'. A green arrow points from the 'Log in' button to a zoomed-in view of the login options: 'Student Log in' and 'Staff & Guest'.

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!

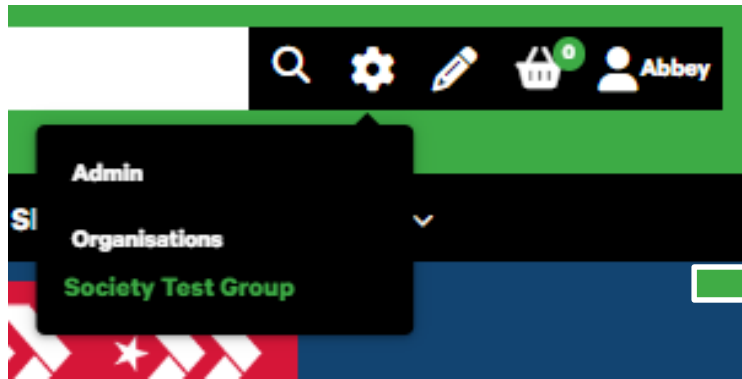
[Guild Website - Welcome \(liverpoolguild.org\)](http://liverpoolguild.org)

Login Issues

If you cannot log into the website through either the student option or guest, please contact this email with an explanation of your issue.

guildweb@liverpool.ac.uk

Also make sure you have joined the society!



- 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

- It will then take you the page below
- This will be the first thing you see which will allow you access to edit and use the website.

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

Admin Limitations

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

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

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

Treasurer – Products, Sales Reports

Products are just tickets.

Live Demo

Societies Coordinators will now lead a live demo of how to: edit your page, set up events & tickets, email members & more!

There will be a handout shared with you in the chat. But please do take notes if you wish!

Payments (PV's)...but online!

- We are being more sustainable in the way we do our PVs – no more paper!
- This is a very new system so please take your time to be familiar with this!

Accounting and Finance Dashboard

Available: £1,006.53, Balance: £1,006.53

+ New Money Request + New Purchase Order + New Sales Invoice

Pending / Recent Requests Q Search

No requests

Combined

Active accounts


Other accounts

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

You will be able to see your available balance and your total balance.
Essentially available will be the balance minus any new requests.

REALLY IMPORTANT YOU KEEP TRACK OF YOUR OWN FINANCES

Available: £1,006.53, Balance: £1,006.53



Request type	<input type="text" value="Reimbursement"/>	Event	<input type="text" value="(Not associated with an event)"/>
Payable to	<input type="text" value="Requester"/>	Payment method	<input type="text" value="BACS"/>
Bank Sort Code	<input type="text"/>	Bank Account	<input type="text"/>

Item description	<input type="text"/>
Justification	<input type="text"/>
Gross Amount	<input type="text" value="£"/>
Account	<input type="text" value="Please choose..."/>
Upload Receipt	<div style="border: 1px dashed gray; padding: 20px; text-align: center;">Drag & drop files here ...</div> <div style="display: flex; justify-content: space-between; align-items: center;"><input type="text" value="Select files..."/> <input type="button" value="Browse ..."/></div>

To request a refund, similarly to how you would submit a payment voucher, you must fill out this section. Please make sure you include a receipt or invoice, otherwise the form will not go through.

That's not all!

Available: £996.53, Balance: £1,006.53

+ New Money Request

+ New Purchase Order

+ New Sales Invoice

Pending / Recent Requests

 Search

12/09/23 12:16

Money Request

#1007

MSL Admin

Pending Approval (Committee)

£10.00

Combined

Active accounts

Other accounts

Payee Name

Chocolate Fountain Hire

Contact Email / Tel

jj@gmail.co.uk

Bank Sort Code

■■■■■

Bank Account

■■■■■■

Request details

Hire

We need chocolate


Income Account (2110-701)

£3,500.00

£3,500.00

Back

Timeline

 Full History

Tuesday, 12 September 2023

Submitted

Anne Olier
15:20

15:21 Approved by committee

Approved by Student Activities

Hannah Clarke
15:34

Approved by Senior Management

Morven Proctor
15:34

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

Guild staff will then look at it and you can see the full request history

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

ANY QUESTIONS?



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!

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

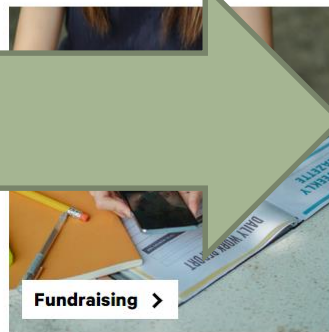
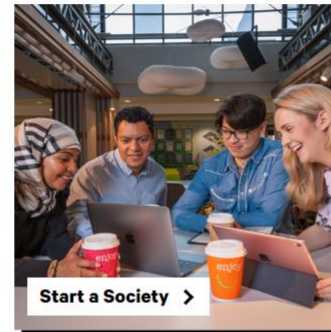
What date is your event *

Room Booking Process

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

• Home • Opportunities • [Societies](#)

Societies

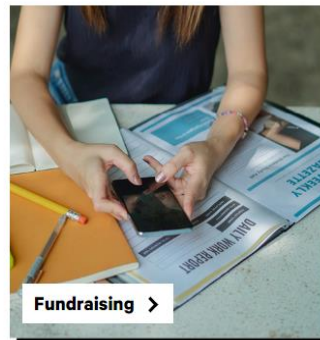


Society Handbook

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

► Home ► Opportunities ► [Societies](#)

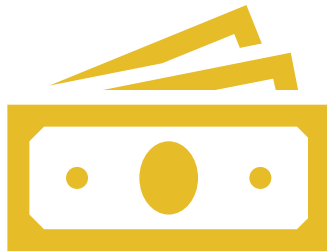
Societies



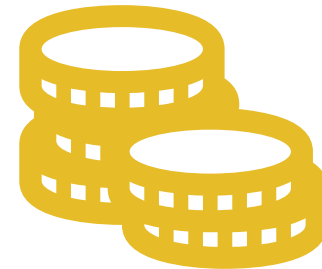
Show me the money!



Society Funding



Welcome Grant - £50



Spend It

Spend it



Big Spend it



Mini Spend it



This will be covered in Treasurer Training!

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

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 2024

Development and
Employability
Log

Can be
recognised on
your HEAR

Guild Schools

- **Guild Schools** enables society members to teach a session/workshop in a primary or secondary school
- The session can be about what your society does; about your subject; or teaching pupils a new skill
- Each session is around 45 mins – 1 hour long and **requires a minimum two volunteers**
- Society committees will design a session and submit a proposal to Guild Schools
- You will then advertise the volunteering opportunity to your society members

How to get involved

- Submit a proposal session plan to school@liverpool.ac.uk
- Society members must register as volunteers on **Opportunities > Volunteering > Societies and Schools Volunteer**
- Guild Schools will approve volunteering applications and set up session in a primary or secondary school
- Volunteers must attend safeguarding training and briefing before session

Other exciting leadership opportunities

- Liverpool Guild Student Trustee
- Run a GiaG session
- Course Reps/PGR Reps
- Senate Rep
 - NUS Conference Delegate
 - Volunteering with an External Organisation
 - Schools Volunteer
 - Change It
 - Liberation & Sections Networks
 - 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!



Liverpool Guild Student Media

Great way to broaden participation and create an exciting
multi-media presence



Get in touch at studentmedia@society.liverpoolguild.org

Check them out: LiverpoolGuildStudentMedia.co.uk



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	Hannah C - Volunteering & Fundraising Drop in	Steph - Society Drop-In		Hattie – Society Drop in	Abbey Drop-In
Tuesday			Abbey Drop-In		Hannah C – Volunteering & Fundraising Drop in Steph - Society Drop-In
Wednesday		Hannah F (Zoom - no need to book)			Hannah F (Zoom - no need to book)
Thursday	Hannah C - Volunteering & Fundraising Drop in	Abbey Drop-In		Hattie – Society Drop in	
Friday	Hattie – Society Drop in		Steph - Society Drop-In		

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!



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hfowler@liverpool.ac.uk



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Hannah.Clarke2@liverpool.ac.uk

So, stay tuned!



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