

# The Higher Education Achievement Report

The Higher Education Achievement Report (HEAR) is an opportunity to have your non-academic activity recognised on your degree transcript, including your role as Society Committee Member.

In order for us to share your data with the University, and to ensure we have the relevant contact details for you as a committee member, please complete the following survey:

<https://forms.office.com/e/ueKEpmtuVR>

In order to have your activity uploaded to your HEAR, you must have completed all of the protocols associated with your committee role. The protocols are included in the table below.

As you work towards these protocols, you should keep evidence to show that protocols are complete.

Evidence required will vary from role to role. You should ensure that your evidence covers all the protocols relating to your committee role. Evidence includes, but is not limited to:

- Paperwork relating to events (e.g. Event Cover Forms, risk assessments, budgets etc)
- Screenshots of your social media posts about events/activities
- Meeting minutes
- Reports delivered at AGMs
- Email chains between you and Guild staff
- SGF requests, account statements and financial reports (Treasurers only)
- Screenshots of news stories on the Guild website (Secretaries only)

**We have colour coded the protocols below:**

**The protocols where you do not need to provide evidence are in red.**

**The protocols where you do need to provide evidence are in green.**

To submit your evidence, please email [saadmin@liverpool.ac.uk](mailto:saadmin@liverpool.ac.uk), attaching relevant documentary evidence. To ensure our team can file your evidence correctly, please use the following format for your email subject line:

STUDENT ID ; NAME ; COMMITTEE POSITION ; SOCIETY  
(e.g. 12345678 ; Emily Williams ; President ; Lord of the Rings Society)

If you hold positions on multiple committees, you should submit one email per committee position, only including evidence relating to your work with that society.

## President

- 1) Elected by peers
- 2) Attended compulsory society committee training
- 3) Attended at least one drop in with a Societies Coordinator
- 4) Planned and delivered a range of activities over the year
- 5) Ensured the society is accountable to its members for example by holding an annual meeting
- 6) Organised elections for new committee positions
- 7) Maintained contact with Guild staff
- 8) Reflective account (optional)

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|--------------------------|--|
|                          |  |
| <b>Vice President</b>    | <ol style="list-style-type: none"> <li>1) Elected by peers</li> <li>2) Attended compulsory society committee training</li> <li>3) Attended at least one drop in with a Societies Coordinator</li> <li>4) Planned and delivered a range of activities over the year</li> <li>5) Maintained contact with Guild staff</li> <li>6) Reflective account (optional)</li> </ol>  |
| <b>Secretary</b>         | <ol style="list-style-type: none"> <li>1) Elected by peers</li> <li>2) Attended the compulsory society committee training</li> <li>3) Attended at least one drop in with a Societies Coordinator</li> <li>4) Planned and organised a range of activities over the year</li> <li>5) Ensured all compulsory Health and Safety documentation was submitted to the Guild, including risk assessments</li> <li>6) Ensured the society is accountable to its members for example by submitting at least one news story to their section of the Guild website</li> <li>7) Maintained contact with Guild staff including informing them of the date and outcomes of the annual meeting</li> <li>8) Reflective account (optional)</li> </ol>  |
| <b>Treasurer</b>         | <ol style="list-style-type: none"> <li>1) Elected by peers</li> <li>2) Attended the compulsory society committee training</li> <li>3) Attended at least one drop in with a Societies Coordinator</li> <li>4) Handled and authorised financial transactions within society, including signing off payments</li> <li>5) Maintained financial scrutiny and sustainability by ensuring that the society finishes the year with money in their account</li> <li>6) Attend at least one Big Spend It meeting.</li> <li>7) Ensured the society is accountable to its members for example by delivering financial reports at general meetings and the annual meeting</li> <li>8) Maintained contact with Guild staff including providing a copy of the end of year financial report</li> <li>9) Reflective account (optional)</li> </ol> |
| <b>General Committee</b> | <ol style="list-style-type: none"> <li>1) Elected by peers</li> <li>2) Attended compulsory society committee training</li> <li>3) Attended at least one drop in with a Societies Coordinator</li> <li>4) Led on the planning and delivery of at least one society activity over the year</li> <li>5) Maintained contact with Guild staff</li> <li>6) Reflective account (optional)</li> </ol>  |