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Liverpool Guild of Students is a student led organisation and as soon as you become a student here, you automatically become one of our members! Student officers are elected each year by all students in a cross campus election, and hold their positions for 12 months. Want to know more about them and what they're working on? Take a look here.

As a University of Liverpool student and a member of the Guild, you are welcome to join our societies, take leadership roles on their committees and, if you cannot find a society you would like to join; you can apply to start one.

Societies registered with the Guild become part of the Guild's activities. Your society and the activities your host represent the Guild and the University of Liverpool and as such, the Guild, its staff and Trustee Board are responsible for everything each society does. Registering with the Guild also provides many benefits for our societies, including grant funding, free room bookings, staff support and skills development.

The Guild is the home of the activities that are delivered on campus and our team of dedicated staff are at hand to help committee members to host a wide variety of events.

**Mission, Vision and Values**

**Our Mission is to**
- Fight for the things that matter
- Re-establish the Guild as the heart of campus
- Develop and support students

**Our Vision is**
To improve, develop and enrich the lives of all students - from application to graduation.

**Our Values are to be**
- **Fun and friendly.** We're exciting, nurturing, and love what we do.
- **Ambitious.** Good is just not good enough - our student members deserve the best.
- **Innovative and nimble.** We're proactive and inspire change. We do everything with passion and principle.
• **Representative and involving.** We provide the chance to create history and shape the world around us. Every interaction with us turns students into ambassadors for the Guild.

• **Professional and responsible.** We’re inspiring, human, respectful, informative and inclusive. Everything we provide is the high quality our members deserve.

• **Sustainable.** We’ve been here for over 100 years. We’ll be here for hundreds more by being ethically, environmentally and financially sustainable.

As well as hosting and supporting the activities of more than 200 societies each year, the Guild is here to enhance every part of your time at the University. Members of the Guild have the power to make a huge difference and improvements to campus life. If you have an idea on how to improve something, no matter how big or small it may seem, let us know.

**Change It & Summit**

**Got an idea to make life better for students, or a burning desire to make a difference on an issue important to you?**

Through the Guild’s online Change It! portal, you can tell us your ideas about how to improve the University experience and shape the things the Guild works on each year. Just login with your student account, tell us what the idea is and submit it. We’ll aim to have a look at it within a couple of working days.

Once your idea is approved and it’s on the Change It! portal, every student who visits can ‘up’ or ‘down’ vote it. If you get to 20 ‘up’ votes, then the Guild will consider what to do about it. Sometimes ideas are simple and easy, and we can just go away and work on them. In other cases we might decide the idea is complex – maybe it involves taking a political position, or would involve a lot of work – and send it to Guild Summit, where we let a panel of other students agree what to do with it.

If Summit can’t agree on the best way forward with your idea, we’ll ask all members to participate in a ‘preferendum’, where we put all the options we can see for your idea to a vote online. Whatever happens with your idea we’ll keep you informed throughout the process, and if it gets passed in some form, keep you in the loop about what we’re doing to make a change.

**Campaign for Change**

Maybe there’s an issue you really care about and want to make an impact on in a more direct and personal way but aren’t sure how. If that’s the case, you could consider running a campaign. In the past the Guild has run campaigns on things like Black and LGBT History Month, mental health awareness, sexual harassment, and housing rights for students. If there’s a big issue you want to get students talking about, just pop in to reception or e-mail guildweb@liv.ac.uk and ask to speak to our Democracy & Campaigns Team, who will be happy to meet with you and talk about the ways we might be able to help you make a difference.
Registering a Society

We have more than 200 societies registered with us each year, these groups have been set up and registered with us by students and are run by student committee members.

Our societies are grouped in 8 categories to help you find what you’re looking for:

Academic – groups that are based on specific academic subjects

Affecting Change – groups that aim to make a difference

Celebrating Culture – groups who come together through shared cultural histories or nationality

Celebrating Faith – groups who come together through shared religion or faith

Medical – groups that are based on specific medical subjects

Performing Arts – groups based on the arts

Sharing Activity – groups that are based on hobbies and mutual interests

We also have our Student Media society which covers publishing, TV & Radio

Details of our registered societies can be found here.

All societies must register with the Guild annually and cannot duplicate the aim, objectives or activities delivered by other societies.

If you cannot find a society that you would like to join, why not start one?

We take applications for new societies throughout Semester 1 each year. You can find a New Society form here. Once completed, please send this to saadmin@liverpool.ac.uk
**Society Support**
Throughout the year we will be at hand to help you with all your activities as a society committee member. We have a dedicated team who are here to make sure you have the best experience and guide you through being part of the Guild.

We have supported 100’s of committee members over the years who have delivered incredible activities and events for their members. Year on year we provide the assistance to societies hosting national dance competitions, academic lectures, cultural events and end of year balls. You name it, we’ve planned it!

As part of our helping-hand, we will support you in budgeting and finance, advertisement and sponsorship, ideas mapping and teamwork. We are so excited to hear the new and innovate ideas your committee help you put your ideas into practise.

We know you will have lots of questions on how to get things done and emails don’t always ‘cut-it’ when you have questions. Our coordinators host drop-in sessions every day (Mon-Fri) for you to pop in and chat to us, say hello and get some help.

**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

General enquiries – saadmin@liverpool.ac.uk
Running your society

Leadership Position Profiles

Society committees run the day-to-day business of a society. A committee is elected every year and is given a handover by the outgoing committee. A society committee organise events, socials and activities for its members in line with their aims and objectives. They are also responsible for handling the finance of the society in partnership with the society team at the Guild, promoting the events the society is hosting and communicating with the society members.

Having a role on a society committee is an exciting opportunity for students and offers individuals to develop their leadership skills as well as working as part of a team. Our team of staff are here to support the committee throughout the year and guide them through the process.

Societies will need to elect a new committee between March-April each year to give the old committee enough time to complete a handover to the new committee members. Whilst a society can offer specific committee roles that reflect the needs of their individual society’s needs; the roles must be relevant to the activities and the aims of the society and a committee must be made up of the following 3 core roles.

President/Chair

The President/Chair of a Society is the leader, who oversees all of the Society’s activity. The President will need to provide support, advice and guidance to the other committee members throughout the academic year. You will need a strong belief in the aims of the society and the drive to make a difference, be enthusiastic in the face of change, responsible and a keen eye for planning with the ability to work as part of and lead a team.

<table>
<thead>
<tr>
<th>Personal skills required</th>
<th>Key Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>• Communication</td>
<td>1. Leading a Team</td>
</tr>
<tr>
<td>• Dedication/Commitment</td>
<td>2. Chair Meetings</td>
</tr>
<tr>
<td>• People Management</td>
<td>3. Delegating Tasks</td>
</tr>
<tr>
<td>• Motivating volunteers</td>
<td>4. Understanding Broader Picture</td>
</tr>
<tr>
<td>• Organisation</td>
<td>5. Being a Spokesperson or Figurehead</td>
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<tr>
<td>• Delegation</td>
<td>6 Maintaining Committee Enthusiasm</td>
</tr>
</tbody>
</table>
**Secretary**

The Secretary is the backbone of the organisation of any Society and ensures that things run smoothly. Emails need to be written, rooms need to be booked, and above all you need to communicate what’s going on to your members so they stay interested and stay involved.

<table>
<thead>
<tr>
<th>Personal skills required</th>
<th>Key Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Communication</td>
<td>1. Maintain accurate records</td>
</tr>
<tr>
<td>• Organisation and Time Management</td>
<td>2. Arrange meetings and book (accessible) rooms or venues</td>
</tr>
<tr>
<td>• Good Written Skills</td>
<td>3. Contribute to the team work of the committee</td>
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<td></td>
<td>4. Be aware of key dates for your Society throughout the year</td>
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<td></td>
<td>5. Read and Respond to Society emails</td>
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<td></td>
<td>6. Communicate regularly with your members: let them know what’s going on</td>
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**Treasurer**

Being a treasurer is not just about handling money, it means knowing how your finances stand at any one time; and planning accordingly. The Treasure is ultimately responsible for ensuring that the finances of the society are organised and managed effectively through the bank account kept in the Guild. They should ensure budgets are submitted for your events and monitored throughout.

<table>
<thead>
<tr>
<th>Personal skills required</th>
<th>Key Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Well Organised</td>
<td>1. Learn and understand the Guilds’ financial system, attend training</td>
</tr>
<tr>
<td>• Numerical Competence</td>
<td>2. Organise affiliation to national bodies</td>
</tr>
<tr>
<td>• Communication</td>
<td>3. Contribute to the team work of the committee</td>
</tr>
<tr>
<td>• Trustworthy</td>
<td>4. Keep track of all income/expenditure</td>
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<tr>
<td></td>
<td>5. Keep the committee and members informed of the Society’s financial situation</td>
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<tr>
<td></td>
<td>6. Organise fundraising or sponsorship for your group</td>
</tr>
</tbody>
</table>
**General Committee Member**

General committee members assist the core committee members with the society activity, projects and events. This would include implementing activities suitable to their role and advertising relevant activity on the society webpage.

The general committee members will have the opportunity to develop skills in teamwork, event planning and communication. Individuals will be able to work as part of a team, be well organised and committed to the aims of the society.

**Society Committee Structure**

The core committee members of each role are responsible for ensuring that the society remains part of the Guild. They are the key committee members which the Guild will communicate with throughout the year and are responsible for working with their coordinator and the society team to make sure that the activities the society are delivering reflect the needs of their members, reflect the aims and objectives of the society as well as the values of the Guild.

The core committee members will ensure that the society continues to represent the Guild of Students and the University of Liverpool positively by approaching their role with professionalism and an understanding of the society and how it fits within the wider organisational structure of the Guild.

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**Core Committee**

- President, Secretary & Treasurer.
- Core committee members required of all societies to be registered with the Guild.
- These committee members will be responsible for the overall running of the society throughout the year.

**General Committee**

- Additional committee roles that the society has decided to elect. These roles tend to have specific roles within the committee to aid in achieving it’s objectives for the year and will support the core committee in making great things happen.

**Society Membership**

- The members of the society who have paid their membership via the Guild webpage and the core and general committee are accountable to. The society membership drive the innovation within the society by feeding back to the core committee members through general meetings.
**Society Elections**

- Societies must elect a new committee each year. Elections must be held from March 1\(^{st}\) and concluded by April 30\(^{th}\).
- The election can be run either by a secret ballot 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.

**Society Annual General Meeting**

At the end of each year the committee must meet with their members. This meeting is conducted in order for your committee to report back to the membership and receive feedback and ideas for improvement for the incoming committee.

During the meeting the President will give a report of the year, the Treasurer will give a financial report and the Secretary will take minutes. Copies of these should be forwarded to your coordinator by April 30\(^{th}\).

The meeting will also include a review of the society aim and its objectives; how the society has met these and where improvements can be made for the coming year.

A 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.
**Annual Timeline**

**August**
- Society is registered for the coming academic year

**September**
- Society attends welcome fair

**October**
- Society hosts welcome events
- Society’s should start to meet with their Coordinators
- Society Spend-it
- Society Training

**November - December**
- Societies continues with planned activities throughout semester 1
- Society Spend-it

**January**
- Welcome back/post exam events

**February**
- Society has the option to attend refreshers fair
- Refresher Training
- Society Spend-it

**March - April**
- Society holds their Annual General Meeting (AGM)
- Society elects next years committee
- Nominations for Guild Awards open
- Final Society Spend-it

**May - June**
- Final Society events take place
- Committee members handover to new committee

**July**
- Handover is completed
- New committee members draw up intial plans for the year and prepare to register for the coming year
**Room Bookings**

Room bookings are free for societies! Reception staff can assist you in booking rooms within the Guild for societies. Please make room bookings through our online system [here](#). You can also email or pop in to Guild Reception if you have any problems and they will be able to talk you through room availability and any room requirements you might need.

Due to the number of societies wishing to access to bookings; we cannot guarantee that you will be allocated exactly what you’ve requested but we will do our best to provide a suitable space and time for you.

Bookings which take place in the venues (Mountford or Stanley) for regular activity, performances or events are not included in the hours allocated above.

We are open for bookings during term time Monday-Friday 09:00 – 22:00, Saturday-Sunday 10:00-16:00. Please note that we will only deal with requests from the authorised committee we hold on file as this goes towards their HEAR award.

There are a vast range of bookable rooms in the Guild. There are an array of meeting rooms as well as some other very exciting spaces which include a dark room, a roof garden, a cinema room which seats 40 people, a band room and two dance studios! Societies can also book our amazing Stanley Theatre and Mountford Hall.

Bookings are made in July/August for 1st semester, and over the winter break for 2nd semester. You can submit regular bookings (e.g. weekly) at this time and then on an ad hoc basis. 3 weeks' notice is required for events with guest speakers.

Resources include 55" LED TV Screens, tables, chairs and flip charts. Please specify your requirements as fully as possible, including the room layout you’d like, so that we can offer you the best service.

Special one off events and room bookings may need to be risk assessed. Please ensure the correct health and safety documentation is submitted, as your room bookings will not be confirmed until we have these.

If you would like to book an event, please get in touch with a Societies Coordinator [at least 6 weeks](#) in advance so that we can discuss your booking requirements. To view our spaces, please click [here](#).
**Guild Webpage**

We have a great society webpage that you can use to help you run your society.

Your webpage is the main place for your members to pay their membership. The money paid over the webpage will go directly into your society account.

The webpage can also be used to advertise your society regular meetings, social media accounts, email your members and sell tickets for your events.

To aid with your society end of year wrap-up, the webpage can also run elections for your committee-elect. You must run your elections online to ensure that your election is conducted fairly and only eligible members are elected into positions.

As a committee member of a society you have access to the administration rights for your society webpage which allows you to edit the site. To have admin access added to your account you will need to pay your membership and contact saadmin@liverpool.ac.uk requesting admin rights for your society.

For more information on how to use the webpage, please see the training here.

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**Publicity**

Here at the guild we have a dedicated Marketing Team who can help societies when it comes to publicising and promoting their events. Take a look at our publicity guide here and see how we can help.
**Finance**

Society finances are managed by the Guild. We have a team of finance staff who ensure that your money is kept safe and the Societies Team are responsible for making sure that your money is used correctly; which means that your committee spend the money of your members in line with the aims and objectives of the society.

As a registered Charity, the Guild has a responsibility to ensure that the money it and its societies are used in line with Charity Commission guidance which means that we need to make sure that we can account for everything spent by a society over the year.

**Society money cannot be held in external bank accounts due to the Guild needing to have a record of all transactions made on behalf of the society and its members.**

**Society Money & Accounts**

The Guild allocates each society a unique 3-digit nominal code that we use on all correspondence when referring to the society funds. We advise that your treasurer keep a record of the 3-digit number for them to use.

Your society can use their account for two specific purposes:

- **Income**: membership money, sponsorship and any money you fundraise for the society
- **Grant Funding**: grants that the society is awarded via Spend It or other Guild funding

To make sure that our finance team know what money you are using, you will need to include a purpose code to your unique 3-digits. These are:

- **Income**: 2110
- **Grant Funding**: 2112

For example, if you are paying for a venue for an event, this will come from your income account and coded as:

2110/Society Unique 3–digits

Whereas, if you are using money to pay for an item Spend It has funded you, it will come from your grant account and coded as:

2112/Society Unique 3–digits

You can request a society account statement at any time by going to Reception, attending a society drop-in or emailing your Society Coordinator.

**Membership money**

The biggest percentage of a society's income is generated through people paying to join the society. Members pay to join the society via the Guild webpage or at reception and goes directly into the society income account.

This money is then available for the committee to use to fund activities throughout the year. If the society at the end of the academic year has fund remaining in the account, this money will carry over to the next year for the next committee to use.

**Society membership cannot be taken in cash by committee members as the members will not be included on the official membership list of the society.**
Sponsorships
Some of our societies have great success from gaining sponsorships. If you have received a contract from a prospective sponsor, **you must show this to the Society Manager before signing anything.**

Once contracts are signed by the Guild we can contact and invoice the sponsor on your behalf, and this will go straight into your income account once the transaction has been completed.

**Societies are not legal entities and therefore, without a Guild signature, cannot enter into an agreement or sponsorship contract.**

Budgets
When a society committee decides to host an event or activity that needs funding from the society account, the committee are using money owned by other people; their members!

Therefore, it is the committee members and the Guild’s responsibility to make sure that the event is financially secure. Committees will need to work with a coordinator to draft a budget for the event that the Guild will monitor throughout the planning of the event to make sure the society does not overspend.

Sometimes, for a number of different reasons, an event may not be as successful as the committee had planned. This is okay! The Societies Team will do everything they can to help your event take place, but there will be times when, if there is reasonable belief that the event may lose money, that we may need to revise the budget or, in the worst case, cancel/postpone the event.

Download a Society Event Budget template [here](#).

**What can the society spend their money on?**
Society money must be used to fulfil the aims and objectives of the society and benefit all their members.

Societies must ensure that they are receiving value for money on the goods and services they purchase throughout the year.

**Examples of what you can spend your money on:**
- Guest speaker costs
- Publicity materials
- Stationary and admin costs
- Affiliations to NGBs and other relevant bodies
- Equipment for use by your members
- Contribution toward trip costs
- Conference costs

…and what you can’t:
- Freebies for your committee - this includes ‘handover meals’, trips and clothing.
- Other charities - you cannot donate your own society money to other charities. If you want to fundraise for charity, you need to state this at the beginning of an event and in all publicity that the money raised will go to the charity.
- Anything that isn’t for the core needs of your society as stated in your aims and objectives.
If you are unsure whether you can claim something back please contact your Society Coordinator before making the purchase.

Reclaiming money and making payments
On occasion you may need to order an item for your society, or make a purchase on behalf of your society. There is a variety of methods that goods and services can be paid for.

Payment Vouchers  If you spend money on behalf of the society, or have received an invoice for a society activity, you will need to fill in a payment voucher, or a PV, to claim the money back.

These can be picked up from Reception or downloaded on the resources page.

Please ensure that your PV is countersigned by another committee member and attach all receipts or invoices as proof of purchase. You will also need to let us know what event the PV is in relation to. You should send all PV’s to saadmin@liverpool.ac.uk by 12pm on Mondays.

We process these on Monday afternoons and you should receive payment within 7 days of approval. If the PV has not been completed properly it may delay the payment, so double check before you send it in.

Receipts and Invoices
Please ensure that receipts are fully itemised and please highlight the items you are claiming back. We can only accept hand written receipts for taxis from taxi companies.

Invoices should have:

- The Invoice directed to “Liverpool Guild of Students” and our address: 160 Mount Pleasant, L3 5TR
- Itemised prices & list of services
- Address
- BACS details & The company’s payment
- UTR number or a declaration that they will deal with their own taxes.

If you are purchasing something from Amazon, please ensure you provide us with the ‘Printable Order Summary’ which can be found on your Account, under orders, and then invoice.
We will not accept order confirmation emails as proof of purchase and therefore will not reimburse PV's which are submitted with these.

**Card Payments**

It is advised that societies use the Guilds credit card to purchase more expensive goods or items online, as it reduces risks and is more secure. It means that the committee are not left out of pocket until they are refunded, as the money comes directly from the society account. Just contact your Society Coordinator to arrange a card payment with the Guild credit card.

**Floats**

You can pick up a float and a cash tin from Reception with a signed payment voucher from your Society Coordinator and committee. The float should be returned as soon as possible after your event. Please discuss the use of a cash float at your event in advance with your Society Coordinator.

**So, to summarise,** we can offer you 5 ways to arrange payments from the society account:

- **Refund/Reimbursement** - Paying back someone who has paid something for the society via a PV
- **Credit Card** - Using the Guild Credit Card to pay directly for items over the phone or online
- **Invoices** - Paying a company or supplier via a bank transfer directly from your account
- **Cash** - Signing out £50 maximum in cash to a core committee member to spend and return all receipts
- **Floats** - £30 cash and a cash tin for using to take ticket payments on the door or for bake sales

In every case, you will need to complete a Payment Voucher (PV) and affix evidence or a request document (receipt, invoice etc.). A completed PV the Guild finance team what needs to be paid, where to and why. It will include your society unique code and approval from your treasurer who oversees all transactions on the account.

Your Society Coordinator processes all payments once a week on Mondays. PV’s and additional evidence should be either sent to saadmin@liverpool.ac.uk by 12pm on Monday for the payment to be processed that week, or handed into guild reception. If any evidence is missing from the PV, this may delay reimbursement. If you are sending in a PV electronically, we will also need an authorisation email from the Committee member who has signed of the PV.

**Before making any payments, you should visit a coordinator drop-in to discuss the best way to make the payment.**
**Fundraising**

Registered societies can use Guild resources to fundraise for themselves or for a charity of their choice. All you need to do is fill in a fundraising form as you put your event together and our fundraising team will help you with everything you need. We encourage all our societies to raise money for the Guild’s Key Charities, as these were elected by students.

Unfortunately, the Guild does not have the space or resources to support individual students with their fundraising activities. This is something we can only offer to societies and Halls Student Committees. If you want to get involved in fundraising then we will host Guild fundraising activities throughout the year that you can support!

**How to fundraise: Step by Step**

1. Contact your Societies Coordinator to start putting the event together
2. Fill out a fundraising form, which can be found on the Guild website
3. Send the filled out fundraising form to guildfundraise@liverpool.ac.uk
4. Ensure you are fundraising for a UK registered charity. Fundraising can only take place for UK registered charities, this can be found [here](#)
5. Collect your fundraising buckets/cash tins from the Guild reception before your event
6. Pay your fundraising buckets in at the Guild reception as soon as your event has finished (or the next day if this is not possible)
7. You cannot break the seal on the bucket, our reception team will take your closed bucket and count the money
8. Submit any Payment Vouchers for event expenses in a timely manner
9. We will pay the profits to your chosen charity as soon as we have received your event forms and paid your expenses
10. We will email when we have sent the money to the charity

If you have any questions about fundraising please email guildfundraise@liverpool.ac.uk
Health and Safety
Liverpool Guild of students has a duty of care to provide and maintain a safe and healthy working conditions, equipment, and systems of work for all its staff and students.

As a Guild society; your activities fall under the Guild’s duty of care. To comply with the needs of the Guild’s insurer, we must provide a risk assessment for the activities of our societies, **whether the activity takes place on or off campus**. We have a vast number of generic risk assessments that cover a wide variety of activities commonly undertaken as society activity.

If you do not work with us in planning your activity, it cannot be risk assessed and should not go ahead as it is not covered by our insurance.

Risk Assessment Process
Most society activity will already have been risk assessed by the Guild, in this case you will need to review the risk assessment, with your coordinator, to make sure that the document reflects your plans for the event.

6 weeks before:
Meeting with coordinator to discuss your plans

Event plan and budget drafted
Provisional room booking made
Coordinator will assist you in gather any additional documentaion we need e.g. Public Liability Insurance

4 weeks before:
Meeting with coordinator to review generic risk assessment
Assessment agreed and plans continue for the event

For an activity that is unique or unusual, a specific assessment will need to be completed by the Guild and approved by our insurer. This will need more time for us to complete the process. If you do not let us know in time, the activity will be cancelled or postponed.

Meeting with coordinator to discuss your plans
Your plans are not reflected in any generic risk assessment we currently hold

Coordinator to escalate the plans to Society Manager, Student Activities Manager and Facilities Manager who will draft a specific risk assessment for the activity

Risk assessment is reviewed and approved by insurer Coordinator will assist you in gather any additional documentation we need e.g. Public Liability Insurance

Meeting with coordinator to review risk assessment and to agree to its terms

Event/Activity takes place
Risk Assessments

Determines what measures need to be taken in order to make sure the activity is done safely.

They should:

- Ensure all relevant risks & hazards are addressed
- Ensure that all members of the group are considered
- Identify people who might be particularly at risk e.g. students with disabilities or inexperienced volunteers
- Include documents such as Public liability insurance of external companies and Food Hygiene Certificates of food providers.

For each society event/activity that you run you will need a risk assessment. This includes activity done off campus. Get in touch with your Society Coordinator in advance to get the relevant risk assessment. **Please send this to your Society Coordinator at least 3 weeks before any event, or 3 weeks before for a guest speaker. For events, please refer to the event timeline here.**

We ask you to nominate one committee member to be responsible for completing risk assessments, and this should be your Secretary.

**Reviewing your risk assessment**

Risk assessments need to be reviewed when something changes and at least once a year. Other occasions when a review may be necessary include:

If an activity, equipment or venue changes

- Following an accident or incident
- When experienced members and leaders have left
- Changes to guidance such as that provided by industry, the HSE and a National Governing Body (NGB)
- You have any other reason to suspect it’s no longer valid

**Generic risk assessments**

Generic assessments may be acceptable e.g. if you regularly do the same activity, at the same location and with the same people. The generic risk assessment will need to be reviewed and amended each time you do the activity.

**Hazards and risks**

When thinking about your risk assessment, remember:

- A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, falling rocks, car accident etc
- The risk is the chance, high or low, that somebody could be harmed by a hazard, together with an indication of how serious the harm could be.

Risk assessments must consider “obvious and significant” hazards – if you have to go looking for a hazard then you probably don’t need to put it on the risk assessment. You are not expected to eliminate all risk, but to protect people as far as is “reasonably practicable”.

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Liverpool Guild of Students
160 Mount Pleasant, L3 STR
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www.liverpoolguild.org

Charity Number: 1137398
Company Number: 07324992
Serving food, having a bake sale, running a stall, using our kitchen, dance studios or cinema, or inviting someone to speak at your meeting all require extra notice! Get in touch with your Society Coordinator at least three weeks before the event so that they can help you.

Are you taking part in an activity that we haven’t covered here?
Get in touch with your Society Coordinator as far in advance as possible and we will help you to risk assess this.
**Accidents, Injuries and Incidents**
Should a member of your society be involved an accident/incident or require medical assistance we have first aid at Reception, and the health and safety of those involved should always take priority.

If you have an accident or injury while taking part in activities in the Guild, you MUST contact reception as soon as possible to report the incident and complete an accident/incident report form.

**Make sure you know what to do in an emergency.**

**How to get help –**

- 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 for fire alarms at the guild is University Square.

**Equipment**
You must keep an equipment inventory and update it when new kit is bought or old items are discarded or replaced.

Equipment must be in good condition and regularly checked to maximise its life expectancy and safety. Kit that does not conform to safety standards should be disposed of in an appropriate manner. If you are unsure please speak to your Societies Coordinator.

**Guest Speakers**
We require at least 3 weeks’ notice of guest speakers, so we can ensure that they follow the Universities policy on the freedom of speech and so we can vet them.

Information that we require for guest speakers includes the specific dates they would like to attend a society meeting/event. We will require further information about each guest speaker so make sure you complete the following per speaker:

- Guest speaker name:
- Email address:
- What organisation they are from (if any):
- Info about why they are relevant to your activity:
- Topic of discussion:
- Date of event:

Unfortunately, room bookings cannot be confirmed until we’ve received a risk assessment and this information.

Further information and guidance of the Universities Policy and Code of Practice Regarding Freedom of Speech can be found [here](#)
Running Trips
A trip is an off campus activity that members attend. This doesn’t include your regular meetings or most social events. Activities that involve overnight stays, which are not the normal activity of your society or are overseas will require a little more preparation.

Trips
There are a few key things to consider when going away on a trip with your society.

- Have you completed a risk assessment?
- Have you completed a trip form?
- When are you going away?
- Where is your departure point? (Outgoing/Inbound)
- How are you getting there? (start costing and booking transport well in advance)
- Where will you be staying? (get quotes and book this well in advance)
- Do any of your members have any special needs you must consider?
- Do you have next of kin details of people going on your trip, in case of an emergency?
- Is it a package trip? (includes, transport, accommodation, excursion, insurance etc)
- Is your travel provider ATOL protected?
- What kind of activities will you be participating in while you are on your trip?
- Who is the main point of contact for the society? (Trip Leader)
- Do people going on your trip have individual travel insurance?

Transport

Minibus hire – Societies can hire people carriers by contacting Guild Reception.

Coach hire – Make sure you send specific details to the coach company when getting quotes and Public Liability Insurance, such as the date and time you will be departing and coming back, plus the address you are departing from and the address of your destination.

Train journeys – make sure you include information about departure time and any changes on your trip itinerary.

Car journeys – if you are travelling to your trip in a member’s vehicle, make sure they have the relevant insurance and a second driver is insured for the vehicle too. This is in case the main driver becomes ill/injured or is unable to drive the vehicle.

Accommodation
We will require a copy of the Public Liability Insurance of any accommodation you are staying in on your trip, this obviously excludes you staying at a friend’s house.

You should also check if the accommodation has any particular agreements/deposit systems.

What we need from you
Risk assessment for your trip. Trip abroad RA or a Day trip RA (which you can get from your Society Coordinator) and a completed Trip form with details of members next of kin details. Plus it is worth sending us information about your trip in the form of an itinerary. We might also need a risk assessment for excursions or other activities you are participating in while you are away, please check with your society coordinator.
We will need a copy of the public liability insurance of any accommodation you are staying at or coach/minibus company you are travelling with.

If you are using a particular food provider we will also need the food hygiene certificate of the food provider and a copy of their public liability insurance.

Please be advised that we will need to receive all of the above and risk assessment at least a 3 weeks before you depart campus.
Recognition

HEAR Award
Being a committee member of a society is an exciting opportunity for you, but it will also be hard work and we want to make sure that your efforts are recognised and rewarded. As part of our support of committee members we give you the opportunity to work towards your higher education achievement report (HEAR). The award is a nationally recognised award, which you can achieve when completing extra-curricular, voluntary activities around your studies.

All Society Committees can work towards their HEAR throughout the year and will be asked to give the Guild permission to share their data with the University in order for their HEAR to be added to their degree transcript at Society Training. If you have not completed a Volunteer Agreement in order to give this permission then please contact your coordinator.

The role award expectations are set out below, you will need to have shown behaviours, which reflect each of these in order to receive the award.

HEAR Protocols

| President                                      | 1. Be elected by peers                          |
|                                               | 2. Attend compulsory society committee training|
|                                               | 3. Attend at least one drop in with a Societies Coordinator |
|                                               | 4. Plan and deliver a range of activities over the year |
|                                               | 5. Ensure the society is accountable to its members for example by holding an annual meeting |
|                                               | 6. Organise elections for new committee positions |
|                                               | 7. Maintain contact with Guild staff            |
### 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 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

### Treasurer
- 1. Be elected by peers
- 2. Attend the compulsory society committee training
- 3. Attend at least one drop in with a Societies Coordinator
- 4. Handle and authorise financial transactions within society, including signing off payment vouchers
- 5. Maintain financial scrutiny and sustainability by ensuring that the society finishes the year with money in their account
- 6. Ensure the society is accountable to its members for example by delivering financial reports at general meetings and the annual meeting
- 7. Maintain contact with Guild staff including providing a copy of the end of year financial report
- 8. Attend at least one Spend It meeting

### General Committee
- 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
Guild Awards
Held annually, the Guild Awards is more than 10 years old and has celebrated the achievements of our individual members, our societies and the projects that groups of students have delivered during their year.

The event brings our members, our societies, Guild staff and senior members of the University together for an evening of entertainment, food and an awards ceremony; this is the pinnacle of the social calendar and is definitely not one to be missed!

In semester 2 your committee will be contacted with details of the nomination process. Societies can nominate themselves as well as each other, so it’s worth taking a look at the criteria and get nominating.

Take a look here to see what awards were won last year, and who won them.

Green Guild Flag Award
In relation to the Guild’s values of sustainability, Societies can receive an accreditation for being sustainable and environmentally friendly. The Green Guild Flag Award is there to help you run your activities in a more eco-friendly way and a way for the Guild to recognise your sustainable and social justice endeavours as a society. Support will be provided throughout the year by the Environmental Coordinator to complete the criteria. Any winners of the award will be invited to the Green Guild Flag and Volunteers party at the end of the year, as well as receiving a Green Guild Flag on your society page. If you would like to get involved, please contact Rosie Mercer – rosie.mercer@liverpool.ac.uk.
Further Opportunities

As a society committee member, we know that your main focus will be on your own society. However, we always have lots of other opportunities available at the Guild if you were looking for something extra! You, and your society, can get involved in various projects such as:

- **Societies in Schools**
- **Give it a Go**
- **Volunteering**

Please ask a Coordinator about any of these to get more details

**Societies in Schools**

This project allows societies to deliver workshops in schools across Merseyside. It’s an excellent opportunity for students and pupils to develop their skills and experience something new, plus it’s completely free for both student volunteers and the schools themselves.

Every year we run a Schools Conference held in the Guild for a range of schools, which incorporates a range of sessions from societies. This year it will be held on 27th March 2020.

To volunteer or find out more about Societies in Schools, or the Schools Conference please email school@liverpool.ac.uk. To view projects that are currently taking place take a look [here](#).

**Give it a Go (GIAG)**

Is there something you’ve always wanted to try? The Give it a Go programme is a low-cost, accessible and wide-ranging programme of events designed to help you to try something new while you’re here! It varies from trips and tours, to craft afternoons, to Spanish taster sessions. We love societies to get involved in Give it a Go, and you can plan your own sessions to get more people involved in your activities and show more people what you do.

Societies will be contacted each Semester to gather interest for hosting a Give it a Go session – in the past we’ve had bake-along sessions, mindfulness walks, and education sessions put on by our societies. These can be whatever you want to showcase about your society to give people a bit of a taste of what you do.

You can also go along to any of the sessions you like! We’ve got a huge array of fun trips, activities, skills and volunteering sessions on offer in our new Give it a Go programme. The new term is an ideal chance for you to try something new. Our Give it a Go events allow you to see new places, pick up new skills and make lots of friends along the way.

**Take a look at the full Give it a Go line-up.**