*HEAR Accreditation Portfolio Template*

*Anything in italics can be removed from your final portfolio – they are just hints and tips to help you complete one!*

*[Insert Society Name Here]*

HEAR Portfolio

2016-17

*[Insert Society logo here]*

Contents

*Put the page number in this box at the end!*

| 1. Committee Minutes |  |
| --- | --- |
| 2. AGM Minutes |  |
| 3. Event Organisation |  |
| 4. Event Outcome |  |
| 5. Collaborative Working |  |
| 6. Freshers’ Fayre |  |
| 7. Membership Figures |  |
| 8. Annual Accounts |  |
| 9. Committee Reflective Blogs |  |

1. Committee Minutes

*This section is for you to include minutes from any committee meetings that you held. Minutes are just notes that you take at a meeting. Include evidence that all committee members were present, or sent apologies.*

1. AGM Minutes

*You need to show that all committee members were democratically elected at the end of last year, at a quorate meeting. This means you should write how many members were present at the meeting, how many voted, and what those votes were (e.g. President - Joe Blogs - 7, RON - 2, abstain - 1).*

1. Event Organisation

*Here you should include budgetary plans, risk assessment forms, invoices, etc. for any events you organised throughout the year.*

1. Event Outcome

*This is where you can show us some photos of the fabulous event you hosted!*

1. Collaborative Working

*You need to show email evidence of working with another Club, Society or SU, or the surrounding community (i.e. charity work, fundraising and community volunteering).*

1. Freshers’ Fayre

*Photo evidence of your attendance at Freshers’ Fayre*

1. Membership Figures

*Take a screenshot of the membership list which can be found on your page on the Union website. Go to your Admin Tools, then click “Members” and the list will appear. If you click “List members by category”, it will show exactly how many members you have.*

1. Annual Accounts

*Email finance.reception@swansea-union.co.uk for a copy of your Society’s finance statement.*

1. Committee Reflective Blogs

*Each individual committee member also needs to produce a reflective account of their experiences as a committee member to highlight their own individual contribution. This should be no longer than 200 words. Make sure you include the* ***name****,* ***position*** *and* ***student number*** *of each person writing a blog. If you already have HEAR accreditation, you do not need to complete this blog again.*