**Club/Society Office Bearers and HEAR Contacts– 2020/21**

**PLEASE COMPLETE BOTH SECTIONS 1 AND 2 OF THIS FORM**

Full Name of Club/Society:

Name of Office Bearer completing form:

1. **PLEASE STATE YOUR OFFICE BEARERS IN THE TABLE BELOW\*.**

**\*A MAXIMUM OF SIX OFFICE BEARERS CAN BE LISTED. GREYED OUT LINES ARE FOR FUTURE OFFICE BEARER CHANGES.**

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| --- | --- | --- | --- | --- | --- |
| NAME(MAX 6 NAMES) | POSITION | Position Start Date | Student Email Address | Main Contact (Tick 1) | TIMETABLING CONTACT (TICK 3 MAX)\*\* |
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\*\*TIMETABLING CONTACTS ARE OFFICE BEARERS NOMINATED TO BOOK UNIVERSITY ROOMS FOR YOUR CLUB/SOCIETY. YOU CAN HAVE A MAXIMUM OF THREE TIMETABLING CONTACTS.

**HEAR RECOGNITION AWARD**

**2. IN THE TABLE BELOW, PLEASE STATE THE OFFICE BEARERS (4 MAX) WHOSE ROLES ARE TO BE RECOGNISED ON THEIR HEAR TRANSCRIPT FOR THEIR WORK IN YOUR CLUB’S 2020/21 YEAR OF SRC AFFILIATION.**

**ONLY THE ROLES OF PRESIDENT, SECRETARY, TREASURER AND VICE PRESIDENT ARE HEAR-ELIGIBLE\***

**IN ORDER FOR INDIVIDUALS TO BE AWARDED HEAR RECOGNITION THEY MUST UNDERTAKE THEIR POSITION FOR THE MAJORITY OF THE 20/21 ACADEMIC YEAR. ANY STUDENT WHO UNDERTAKES A HEAR-RECOGNISED ROLE FROM FEBRUARY 2021 ONWARDS WILL NOT BE ELGIBLE FOR 2020/21 HEAR RECOGNITION AND MUST APPLY THE FOLLOWING YEAR.**

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| NAME | POSITION | STUDENT NO. | START DATE OF ROLE | END DATE OF ROLE |
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\*IF YOUR SOCIETY USES ALTERNATIVE OFFICE BEARER POSITIONS TO THOSE LISTED ABOVE, WE ADVISE THAT YOU DECIDE WITHIN YOUR COMMITTEE WHO IS TO RECEIVE RECOGNITION FOR THE ABOVE HEAR-ELIGIBLE ROLES.