Officer Report Template

Use this document for your reports to Union Exec, Council, GM and AGM Meetings.

|  |  |
| --- | --- |
| Name:  | Position: |
|  |  |
| Issues | **Summary & Action Taken / Ongoing / Planned** |
| No free business cards for Cass UG students | Talked with the Associate Dean who approved it and along with Andrew Cockroft, we managed to put up a form on Moodle for final year students to sign up |
| Transfer to a different course after 1. Term | I am in the process of talking with course directors if they would be willing to allow students transfer to a different course within Cass Business School after 1. Term |
| Lack of interaction between UG and PG students | As last year, I am organizing a networking event for UG and PG students which will take place next term. Speakers to be confirmed |
|  |  |
|  |  |