Officer Report Template

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

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| Name:  | Position: |
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| Issues | **Summary & Action Taken / Ongoing / Planned** |
| 1. Personal tutoring
 | This very useful and helpful opportunity provided by our University is not being used by students. Therefore, I am trying to develop it and to let people know more about it as well as trying to provide them with necessary information. The focus here will be on the first-year students. |
| 1. Bring people together and develop communication
 | What I am trying to do now is to enhance the communication between students. Mainly through the social networks. We are also thinking of launching three-four annual parties and hope that it will possibly become a tradition. The main obstacle here is a budget. Together with the SU we want to launch a Snapchat or probably an Instagram for students to follow us. |
| 1. Provide advice to students on academic prosperity and social integration. Strong representations of students
 | I want students to know that there are us, who are ready to help, support and strongly represent them. To do so students should know whom to ask and where to go. Therefore, I have agreed with the deputy dean and Kate Kelsey to persuade the lecturers to endorse us it it. Lecturers will include slides with the explanation of the program reps role and mine as well and attach our names and photos. It will be done for all the SASS courses. It will also help representatives to feel the responsibility and to be more devoted. |
| 1. Keep students informed about what happens at our university both academically and socially
 | In order to keep students informed I have created a SASS Facebook page and I am trying to encourage to join as many students as possible. As I know well that students are more likely to check their Facebook timeline rather than university e-mail☺ I post there an important information every day and encourage students to participate in discussions and to express their thoughts and ideas. |
| 1. Enhancement of the election process
 | I have noticed that the way in which program representatives are elected needs to be improved. It should be a proper process where a staff member has a conversation with the person who wants to take a position, to find out what are the priorities and goals of potential rep to be sure that this person is reliable. We will also start practicing such thing as a LEAD rep. |