Officer Report Template

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

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| Name: Tanzyla Khan Tareen | Position: SHS SRO |
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| Issues | **Summary & Action Taken / Ongoing / Planned** |
| Create more opportunities for staff and students to interact through events | Action Taken: SHS Reps coffee morning 3/11/16SHS Welcome Reception 3/11/16Planned:SHS Reps Christmas Party (before SEC) 29/11/16SHS Reps coffee morning (tbc) |
| Make the SHS Summer Ball an annual event | Action Taken:Created 7 SHS Committee roles, email sent out to all reps to put themselves forward for the committeePlanned:Individual reps to be selected by SHS SRO, David Ross (SHS Quality Officer) and Maria Dingle (Associate Dean) |
| Help facilitate campaigns such as the ‘Save Our NHS Bursaries’ campaign | Ongoing  |
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