****EXECUTIVE OFFICER REPORT**

## Report Information

|  |  |
| --- | --- |
| **Officer Role:** | Societies Officer |
| **Officer Name:** | **Tamara Holt** |
| **Date of Meeting:** | 15/10/2000 |
| **Date of Previous Student Council:** |  |

## Reporting

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| --- |
| Summary |
| Due to Coronavirus and not being able to get onto campus until very recently, not much has been achieved.  During the summer I was involved in two of the working groups that were made.  On campus I attended the coffee morning for societies and an allocation meeting in the Engine Shed. |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

|  |  |  |
| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
| Reintroduce Societies Varsity (creating more interest) |  |  |
| Create more enthusiasm/ Increase participation |  |  |
| Develop a booking system for rooms |  |  |
| Create a sense of belonging and achievement |  |  |
| Build a community and identity through societies |  |  |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

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| --- | --- |
| **Issue/Action** | **Progress Since Last Meeting** |
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### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

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| --- | --- | --- |
| **Gift/Benefit** | **Value** | **Reason** |
|  |  |  |
|  |  |  |

### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
| Allocation meeting | 22/09/2020 | 02:00 | Each Society that requested funding now has it |
|  |  |  |  |
|  |  |  |  |
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### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week 1:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 2:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 3:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 4:** DD/MM/YYYY | | | | | **Total Hours:** | |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |