**MEETING OF SGSU EXECUTIVE – WRITTEN REPORTS**

**Tuesday 7th March 2017**

**5.30pm – H2.6/7**

**President**

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| **Introduction:**  Hi there my names Corey Briffa and I’m the Students’ Union President for 2016-2017. It is my job to represent the views of the student body, to our union, the university and nationwide. It is also my role to oversee the strategic and operational running of the Students’ Union. As always my door is always open so please pop in and say hello if you any queries or issues you would like to raise with me directly. |
| **Action Points:** N/A |
| **What have I done since the last meeting:**   * May Ball planning / Advertising * Completed all SIO Interviews * Judged SKIP Show * Meetings for SU Refurbishment * Successfully inducted Gill, the new COO * Designed and printed Mental Wellness Week advertisement * May Ball Committee Meeting * Continuing to send out sponsorship queries for May Ball * Continued to view furniture ideas/concepts. * Lots of external speaker request forms! * Working on elections documents * Continue to work on the Rob Lowe Situation * Planned the NUS strategic review * Biomed Committee Meeting * Minibus Driving Test * Organised UH Revue online ticket sales * Complete SGUL Council Report |
| **What have I got coming up in the next two weeks:**   * Continue to work on Second Floor Redevelopment * NUS Boycott Referendum * SGSU commercial bits and bobs * NUS Strategic Review * Complete Elections documents * Complete Referendum * Student Experience Committee * Continue to work with/ support Gill in her new role * May Ball advertisement (Full swing) |

**VP (Finance & Student Activities)**

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| Introduction  Hello everyone, my name is Ishaan Bhide and I am the Vice President for Finance and Student Activities this year.  My zone contains Societies, Sport, Community Project and Heritage Officers so these are my main areas of focus, I help manage these groups, answer any queries and help you set up a new one. I also am in charge of managing the Music Room, the two minibuses as well as all of the accounts/budgets for both the Charity arm and the Trading (Bar and School Shop) arm of SGSU! |
| Action points   * **Ishaan** to meet with Socs about society Start up document – **Done!** |
| What have we done since the last meeting   * May ball food deposit paid. * Minibus test conducted * Fielded student enquiries. * Chased up money owed to SU from last year * May Ball meetings * Met with Socs about startup document * Half day annual leave on Monday * Gill the new COO started. Began introducing her to relevant people and sorting out relevant authorisations. Handing over relevant procedures along with John to her. * Making a contract for Musical. * New PRS license bought for SU for artists royalty fees. * New Cost Centre and Budget made for Oncology soc |
| What have you got coming up in the next two weeks   * Finance work – count RAG money and tooting show entry * Musical Duty * Audit is still ongoing * A couple of days of staggered annual leave here and there * Planning a thank you for John before he leaves |

**VP (Education & Welfare)**

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| Introduction  *Hello I’m Tanisha, it’s my job to represent the students at all academic meetings with the University and look out for the welfare of the student body to ensure that you are able to make the most of your time here at St. George’s! I also provide a free condom service for all students. Anyone is welcome to my office for a cup of tea and a confidential chat, without having to arrange a meeting in advance, as I have an open door policy. Whether you have an academic, health, emotional or financial problem, I can offer some advice and point you towards the most helpful service available. So please feel welcome to come and say hello, sometimes a listening ear is all you need!* |
| Action points   * **None** |
| What have we done since the last meeting   * Mental Wellness Week (13th – 17th March) planning with Campaigns – liaised with yoga soc to organize a free session, organized puppy therapy, room bookings for the week, ordered (**colour *changing!***) stress balls, designed ‘how to book counselling’ business cards, unfortunately our usual life drawing contact is not available this week so have delegated to Campaigns to see if we can find an alternative * Supporting students with academic and welfare concerns * Attended SGUL Senate, BMS Committee, May Ball and Bar refurb meetings * Updates with the Principal * Annual Leave |
| What have you got coming up in the next two weeks   * Mental Wellness Week!!!!!!! * Designing May Ball Staff invites * Planning another campaign with E&D * MAC, MBBS Curriculum Development Steering Group, Student Experience Committee and SU Strategic Review meetings |

**General Secretary**

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| Introduction  Hi everyone, I’m Fran and I’m the General Secretary of the Student’s Union for 2016-17!  My job as GenSec involves booking rooms, writing minutes of meetings and being a contact point for any of your queries! I also help students in setting up new societies and help out any committees that are unsure of anything to do with their emails or rooms. |
| Action points |
| What have I done since the last meeting   * Senate * May Ball planning and meeting * Caught up on Exec of the Month certificates * Updates the Exec Update poster * Emails and rooms! |
| What have I got coming up in the next two weeks   * Further May Ball * Council – room booking! * The usual |

**Events Officers**

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| Introduction  Hello, we are Shalu James, Jeremy Teo, Chandru Amaranathan and Yuna Kishimoto, the SU events officers. Our job includes organising and planning events hosted by the student union including advertising on social media and around the university. We are also on duty for all these events. |
| Action Points  N/A |
| What we have done since the last meeting   * Hosted games night in the SU * Had a meeting with Corey regarding UH Revue after party * Changed St. Paddy’s Day Disco to free entry only if people dressed up * Bought some decorations for St. Paddy’s Disco * Organised a special pitcher and drinks deals for St. Paddy’s * Made drinks poster for St. Paddy’s Disco * Organised DJ’s for St. Paddy’s Disco * Talked to RAG about selling shots at St. Paddy’s Disco |
| What have you got coming up in the next few weeks   * Part V advertising * Possibly make calendar for upcoming events * Find sponsorship for pizza eating competition * Advertise UH Revue after party as a beer pong event * Finish making some decorations or St. Paddy’s Disco |

**Sports Officers – no report received**

**Communications Officers**

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| Introduction  *We are Ruth, Sarah & Joe – Communications Officers. We are in charge of the website, app & newsletter as well as being on hand for making posters etc for you guys.* |
| Action points  *Oncology Soc Webpage* |
| What have we done since the last meeting   * *More newsletters – given up on the last 2 exec v-blogs* * *Uploaded/updated the banners and webpages* * *Continue usual mundane society stuff* * *Lots more T year ball drama* * *Made a webpage for Oncology Soc* |
| What have you got coming up in the next two weeks   * *Social media presence increase* * *Clean up lots of old webpages* * *Help F Year reps design their Grad ball poster* * *Integrate the library blogs and learning functions into the website* * *Send student achievements e.g. cpo of the month or sports teams finals to SGUL comms so staff and newspapers can find out* * *Keep on top of website access requests as AGMs start happening* * *Pester societies for website information so that the website is slick in time for the app and freshers* * *Put together the stuff the app people want in order for them to set it up* * *Fix a problem with event ticket access for societies* |

**Heritage Officers**

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| Introduction  Hello everyone! We are Cerys and Anya your Heritage Officers for this year! We are in charge of promoting and maintaining George’s Spirit through out the year – from Wandsworth 8 in Freshers to a special St. George’s Day celebration! Let’s have a great and spirit filled year! |
| Action points |
| What have we done since the last meeting   * Dissertation wooohhh * Been in contact more with Jane Paige about George’s |
| What have you got coming up in the next two weeks   * Get on it with George’s Day * Speak to Revue about St. George’s Day * Find out who the new archivist is asap |

**Charities Officers**

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| Introduction  Hi everyone, we are Anshaal, Eesha, Naireen and Vikram we have been elected as the Charity Officers at SGUL for 2016-2017.  We will give the student body the opportunity to raise money awareness through events and the opportunity to participate in volunteering throughout the year. As charities officers we will also be organizing the much-anticipated RAG week for everyone to get involved in. |
| Action points  We have decided that all of the money we raise this year will be split between three chosen charities- Ronald Mcdonald House, Noahs ark and St George’s Hospital charity. |
| What have we done since the last meeting:   * Sorting out the prizes from RAG auction and jailbreak * Updated the RAG board with jailbreak pictures * Made the RAG quiz and started advertising, put posters up and started spamming on fb (RAG quiz will be held on the 24th March) * Bucketeered during SKIP show and helped out on the night as well * Gave stuff from lost property to various charity shops in Tooting |
| What have you got coming up in the next two weeks:   * Bakesale for Ronald McDonald House Charity (will start advertising this week) * RAG quiz * Selling shots at the St. Patricks disco |

**Societies Officers**

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| Introduction  Hi everyone! We are your Societies Officers for 2016-17; Naomi Melamed, Ash Sithirapathy, Lorna Chapman and Jess McNaughton. Throughout the year we are the contact point for all societies but we are also responsible for handovers, Freshers Fayres, Awards Evening and the upkeep of the music room. Feel free to contact any of us with any questions you may have! |
| Action points from last meeting   * finish off the society boards * continue to advertise for may ball * Keep chasing up societies who are yet to hand in their constitutions for the online handovers * Arrange a time with David Harrison for a live Q and A with current offer holders. |
| What have we done since the last meeting   * arranged to meet david Harrison for a Q and A on 14th march at 1pm. * Finished off the society boards * Continued advertising for May ball, creating posters etc * had a meeting with other exec members regarding may ball |
| What have you got coming up in the next two weeks   * continue to organise may ball * Q and A session with current applicant holders. |

**Community Project Officers – no report received**

**Technical Officers**

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| Introduction  We are Ethan, Alex and Michelle, technical officers for the SU. Our duties include overall responsibility for lighting, sound and other AV equipment for the SU, running the tech for shows, events and societies, and managing the tech subcommittee. |
| Action Points  *N/A* |
| What have we done since the last meeting   * Set up new equipment * Recorded vocals for Musical * SKIP Show * Interfaith Forum * Equipment hire for Tooting Show |
| What have you got coming up in the two weeks   * Continue development work with Musical * Tooting Show afterparty * St Patrick’s Day Disco * UH Revue |

**Equality & Diversity Officers – no report received**

**Environment & Ethics Officer**

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| Introduction:-  Hey guys and gals, the name is Cameron. I am your Environment and Ethics officer for this year!  My job is to make St. Georges as environmental and ethical as possible. I will be doing this through the constant bombardment of information, and many activities to get the students involved. Stay green people |
| Action points:-  N/A |
| What's been done since the last meeting:-   * Green impact * Met with allotment team * Talking with Anne Harris * Update the board * May Ball planning |
| What's coming up in the next two weeks:-   * Just more green impact work |

**International Officers**

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| Introduction  *Hey Everyone! We are Chantal and Bukola, your International Officers.*  *Our role is to represent International students at St. George’s, to ensure that the challenge of studying in a completely new country is as easy as possible for students from around the world. We aim to help international students feel comfortable, content, and integrated while at George’s. To achieve this, we will represent them in the SU and have regular meetings with the International Advisory Team. We will also be planning numerous events throughout the year, alongside the International Students Society.* |
| Action points   * N/A |
| What have we done since the last meeting   * Met with Tanisha regarding INTO updates * International lunch to month has been cancelled |
| What have you got coming up in the next two weeks   * Action point: put up toilet twinning certificate * Speak to students at Marshall |

**Representation Officers**

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| Introduction  Hello, this is Gabriela Barzyk and Sunil Singh and we are your Representation Officers.We’ve been Year 1 Biomedical Science Year Reps last year and hope to use our experiences to help you. This is a relatively new role, which aims to inform you of all the events taking place throughout the year. To achieve this, we’ll be helping our wonderful Year Reps. As Representation Officers, we will attend Council, Senate and Executive meetings and share important information between the different teams. We love to chat and keep you updated so you can contact us anytime. |
| Action points   * N/A |
| What have we done since the last meeting   * Attended EGM * Liaised with year reps and are organising a senate social for them with Tanisha. – We went mini golf. * Healthcare Revalidation Panel * Closed the Year Rep feedback surveys and have sent them reports to discuss their performance and how they can improve. – We met with Y2 Year Reps to discuss their performance in particular. * Met with Y2 MBBS5 Year Reps to let them know about all the good feedback they’re getting through the survey. * Emailed SPACE with a draft that we’ll send to students to inform them about breast feeding facilities. – SPACE are still to get back to us. * Set up senate of the month * Contacted Sarah Lasoye about NSS events   **From senate:**   * Pinopto- technical glitches, still in trial phase. Lecturers were not really aware of it. * Sorting out ERASMUS programme: there seems to be a problem with a person who is currently abroad and we are wondering whether to bring this up at meeting.  ask for contact and then bring it up once the meeting is sorted * New year reps have been recruited * USMLE revision- staff complaint about lack of attendance * Lack of communication between INTO centre and INTO students * F Year planning Grad Ball |
| What have you got coming up in the next two weeks   * Council * Contacted James about prevent, but he hasn’t replied, we’ll follow up on this |

**Campaigns Officers**

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| Introduction  *Hi, we are Beth Agnew and Lucy Chapman and we are your Campaign officers for 2016/2017. This is the first year our role has existed at SGSU and we are responsible for holding various campaigns throughout the year and ensuring that we are an active campaigning union. This will involve helping out other members of Exec to carry out their already established campaign weeks but also introducing campaigns that you, the student body, feel we should bring attention to! We want to provide a platform and promote greater student engagement in order to represent the views and concerns of all St George’s students. Please make sure you contact us if you have any issues that you think we as a union should be talking about and we’ll do our best to plan and promote an effective campaign.* |
| Action Points  *N/A* |
| What have we done since the last meeting  *A summary of what you have done since the last meeting. This should be in bullet points.*   * Planning for Mental Wellness Week * Posters (which will be put up ASAP) * Met with Antoinette (speaker) and organised talk * Organised pups * Contacted external companies about life-drawing and/or smoothies * Finalised events * Contacted societies about Well-Fayre |
| What have you got coming up in the two weeks  *A summary of what you plan to do by the next meeting. This should be in bullet points.*   * Publish posters * Finalised all materials for MW week * MW WEEK! |