

Full-Time Officer Group (FTOG) 12:00 – 13:00, (Zoom)

Present

Mikey Brown, President (**President**) (Chair) George Christian, Sports Officer (SO) Wei-Lun Chen, International Officer (IO)

Also in Attendance

Jo Thomas, Chief Executive (JT) Elliott Packham, HR Coordinator (EP) (note taker) Houmaa Chaudhry, Senior Representation Coordinator (HC), Agenda Items 1, 2 & 3 only

Apologies

Josephine Conway, Activities and Employability Officer **(AEO)** Danielle Murinas, Postgraduate Officer **(PGO)** Jules Singh, Education Officer **(EO)** Aaliyah Simms, Welfare & Community Officer **(WCO)**

No	Item for Discussion	Notes	Action
1	Minutes from 23.05.2022	The minutes from Monday 23rd May 2022 were approved as an accurate record of the meeting.	Approved
2	Officer Training	HC presented an update on the Officer Training programme. HC noted that there are some times where Officers will be available before or after training sessions.	Noted Noted
		JT noted that there will be the opportunity for Officers to have lunch on campus with the incoming team during the first week. The IO raised a question about whether new Student Trustees could attend the governance sessions. JT and HC agreed that they	Noted
3	Officer Handover Planning	 should attend if appointed. The SO noted that Officers are preparing their handover documents. The SO noted that handover documents should be completed by 4th July 2022. The SO noted some areas of the handover document have been divided amongst different members of the Officer Team. 	Noted Noted Noted
4	Officer Key Meetings	 The Officer Team discussed their key meetings for the coming week: President – President handover, NUS Cost of Living phone call. SO – Director of Engagement meeting, Club Development meeting, New Balance Workshop meeting and BUCS Awards Judging Panel 	

		IO – CEO catch up	Noted
5	Schools/ Colleges/ Dubai Update	The SO noted that they have an EPSCC next week.	Noted
6	Guild Communications & Social Media	The Officer team noted the following items for promotion via the Guild's Communication channels:	Noted
		All Student Vote	Noted
7	Part Time Officers	There were no PTO updates	Noted
8	AOB	Officers noted that 'Graduation Ceremonies' should be carried forward onto next week's FTOG meeting.	SJ
		Open Days	
		JT noted that there is an Open Day on 24 th and 25 th June and asked whether the Officers wanted to do tours. JT will send further information to the Officer Team and the Officers will confirm if they can attend.	All
		Memorial	
		Officers discussed a memorial for a student. JT to circulate further information to the Officers.	Noted