Guidance

- There are four sections to this report – (1) Roles and Responsibilities, (2) Written Statement (Manifesto) Action Plan, (3) Student Ideas & Policy and (4) Other Student Issues, Meetings or Projects to Note.
- You should write in all four sections, but it is up to you to decide how much you would like to write for each section.
- Your report should be submitted one week before your session. Completed reports should be emailed to Rozena (**r.nadeem@guild.bham.ac.uk) and Scott (s.dawson@guild.bham.ac.uk)**
- If you are unable to submit your report on time, please let Rozena and Scott know ASAP
- You will have two minutes at the beginning of your meeting slot to provide any further updates verbally

Officer:	Activities and Employability Officer
Date of Panel:	Wednesday, 2nd November, 2022

Role and Responsibilities

This section is for you to write about any projects you have been working on or meetings you have been to that you think are of particular importance to your remit.

Please feel free to add extra rows if you need to.

Meeting / Project	Outcome For Students
Societies Night	
Open channels of communication between myself and committee members	
Clothing Swap 1	
Clothing Swap 2	
One World Ball	

Meetings about financial accessibility adjustments to Grad Ball	
Drag Show	
Committee Members Hub	
Employabiltiy skills via student groups volunteering – blog posts, videos, and work with AIF and CN	
Marginalised Gender Safety Awareness night out	
Meetings about plans for themed club nights in collaboration with societies, etc	
Shadowing security manager at sports night and working at freshers week club events	-greater awareness of student staff requirements, I can't suggest changes and ideas without knowing how it works at present -lots of my manifesto around safety at fab events, so good to have the bigger picture/witness it myself on a night out – also helps me make more appropriate decisions for students within incident committee
Socila media development – new accounts and posting more – greater transparency	-New guild officers tiktok account – brings a more personable side to the team, shows our relatability -New clothing swap Instagram to have all info in one place, hope to community organise/set up a society so this exists when I'm gone -Trying to post more on social media so students know what I'm doing and again, open channel of communication with groups
Student groups welfare officer policy changes to include certain language, and exclude other requirements in constitutions	
Will be asking new Activities Committee is Chairs Action approvals can be expanded in the interest of getting things done faster for groups	

Written Statement (Manifesto) Action Plan

This section is for you to track your progress on your written statement priorities, as outlined in your action plan. The "context" section of the document can remain the same for each Panel.

Please feel free to add extra boxes if you need to.

Written Statement Aim #1	
Set up an online hub for student groups committee members	
Context:	Committee members often left in the dark and given unhelpful handovers, if any, leading to confusion, mistakes, and using up time of coordinators, slowing down reply times to more complex issues
Progress:	Behind the timeline – looking like February/March time will be more realistic – maybe 20% - had confirmation it can happen via website coordinator and groups team, and am working on collating and articulating the content

Written Statement Aim #2	
Reduce single use plastic within the guild **2 parts** - **Groups** - **Club night**	
Context:	Sustainability concerns, in particular the mountain of VK bottles (single use plastic) that are used each club night Groups also buy lots of things year on year, with little reusing/recycling
Progress:	10% - conversations around possibilities and rsearch into reusable cup schemes have occurred but nothing concrete, and will be very long time (5 year plan)

Written Statement Aim #3
Expansion of the chill out room into a quiet room - **Additional to the existing smaller chill out room, and slightly different, aimed more an inclusivity**

Context:	Chill out room is essentially a sick bay on a night out, a space for students to actually "chill" and take a minute is needed, this was on my manifesto and was feedback from DAMSA
Progress:	20% - I've observed the chill out room on my shadow shifts, and had meetings with DAMSA about possible suggestions, and meetings with the facilities manager and venues development manager about possible locations

Written Statement Aim #4

Revival and revamping of Societies Night

Context:	Chill out room is essentially a sick bay on a night out, a space for students to actually "chill" and take a minute is needed, this was on my manifesto and was feedback from DAMSA
Progress:	70% - first event occurred, had over 400 attendees, second event is Halloween Revamp worked well, societies liked that it was a pub atmosphere at first with the option to dance later – but not yet ingrained as an ongoing and successful event

Written Statement Aim #5

Regular clothing swap events

Context:	Cost of living – clothing is expensive, especially into colder seasons, or for people with gender dysphoria Sustainability increase – good for carbon footprint Sense of community – swapping clothes with other students
Progress:	80% - first event a success, 103 attendees including committee members with stalls Second event November 13th – meeting to plan adjustments after the first event already taken place

Written Statement Aim #6

Accessible night out

Context:	Manifesto plan to have more 'big' events in liberartion months, action not words sentiment Met with DAMSA – they would love to have an accessible night out
Progress:	Either 18th or 25th November – have had meetings with venues and DSO and DAMSA

Student Ideas and Policy

This section is for you to report on progress made on student ideas and policy that you have been allocated from the Guild's decision-making (democratic) process.

You only need to provide updates on your actions.

You can also add ideas or policy as they are submitted throughout the year.

Please feel free to add extra rows to the table if you need to.

Idea / Policy	Action Taken Since Last Panel
Societies night	Already was on my manifesto and I've made it happen!

Other Student Issues, Meetings or Projects to Note:

Issue/Meeting/Project	Context/Updates