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| Sabbatical Officer Report  Name:D'arcy Mcguinness  Position:Activities Officer  Date: Written 13/11/2019 | | |  |
| The Role: | | | |
| The Activities Officer shall:  1. Be primarily concerned with the non-academic development of members.  2. Encourage and support the development of Clubs & Societies.  3. Make recommendations on the affiliation of new Clubs & Societies.  4. Ensure that Clubs & Societies operate with the Union's Memorandum & Articles and Bye-Laws, as well as their own constitutions.  5. Oversee student volunteering opportunities for Members and encourage the development of volunteering in the Union.  6. Be responsible for the financial matters of Clubs & Societies, including the allocation of funding.  7. Ensure all Club & Society publicity is produced within the appropriate guidelines and policies.  8. Oversee the awarding of Colours associated with student activities.  9. Oversee initiatives and projects which develop our members' skills and employability.  10. Liaise with Liberation Officers and the Sustainability Officer to ensure that Clubs & Societies and other student activities are run in an accessible and ethical way.  11. Be the lead Officer for organising the Union’s events.  12. Be the lead Officer responsible for lobbying for democratically-run student space.  15. Oversee the Activities Zone  16. Liaise with the Sports Officer, Arts Officer and Societies Officer  17. Be a Sabbatical Trustee of the Union.  18. Be a member of the Union Executive Committee.  19. Be a member of the Finance Committee. | | | |
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| Democratic Meetings: Attendance |  | | |
| Board of Trustees Meetings | Attendance (or reason for not attending) October 22nd 2019 (attended) | | |
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| Union Executive Meetings | Attendance (or reason for not attending) November 4th 2019 (attended) | | |
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| Activities Zone Meetings | Attendance (or reason for not attending) October 28th 2019 (attended and chaired) | | |
| Manifesto Commitments and Objectives for the year | | | |
| Main priority area | Progress | | |
| Refining Administrative Processes within Activities (including Finance) | * Rupinder working directly on streamlining processes like Ticket requests and Contract signing * Max working on finance reports on Society webpages for easy access for Pres/Treas (launching 15/11/2019) | | |
| Supporting wider campaign for new Union Facilities | * Building relationship with Francesca Fryer about collaboration * Working with Sports Officers and Residences to secure specific storage spaces for racing bikes. * Looking at block booking requests to get a measure of the demand for extra space | | |
| Ensuring Lewis Building Redesign maximises Activity Space and current facilities are improved. | * Space plans to go to Finance committee before board for scrutiny and review * Furniture and Carpet for Bloomsbury building decided with Societies and Media Manager. | | |
| Actively promote Activity to underrepresented groups within UCL | * This Girl Can Week – getting clubs and societies on board to promote activities to female students. Specific programme of events set for week c/ 18th Nov 2019 | | |
| Ensure clubs and societies are engaged in conversation regarding our events and opportunities to maximise their impact and benefit. | * First meeting - Activities Zone discussed policy regarding overprinting and affiliation/support for departmental societies. * Expanded Activities Zone membership by adding Arts representative and decided a by-election should be held to elect unfilled positions with voting rights to maximise student voice and perspective in discussions. | | |
| Establish a ‘Participation Fund’ to help reduce financial barrier to activities for those in need | * Using information gathered, drafting a proposal document to send to potential funding opportunities * Interest expressed from UCL Estates to pass onto external partners to gather support * In contact with UCL Alumni services | | |
| Lead Policies | | | |
| *Check the policies for which you are the lead officer at:* [*http://studentsunionucl.org/policy*](http://studentsunionucl.org/policy) | | | |
| Policies | Progress | | |
| UP1808: Adoption of a UCL specific 'Transgender Inclusion in Sport' Policy | *Policy in place. Conversations with Trans Officer regarding the physical impact this has on participants.* | | |
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| Attendance at Meetings - including internal, UCL and external meetings | Date / Attendance | Significant issues discussed | |
| Meeting with UCL Residences | October | The need for safe storage of racing bikes for those in halls – currently being targeted by thieves and are not allowed to store in rooms due to health and safety so a provision is needed. | |
| Other student issues or external meetings to note: | | | |
| * Met with Professional Services Leadership Team partner; Francesca Fryer (Director of UCL Estates) and established multiple points of collaboration including sustainability and space work. * UCL East working group – student voice and pushing for potential activities spaces on new campus | | | |
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| |  | | --- | | Declaration of gifts, hospitality and interests | | Not Applicable | | | | |