

Sabbatical Officer Report
 Name: D'arcy McGuinness
 Position: Activities Officer
 Date: 02/10/2019



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.

Democratic Meetings: Attendance

Board of Trustees Meetings	Attendance (or reason for not attending)
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Union Executive Meetings	Attendance (or reason for not attending)
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Activities Zone Meetings	Attendance (or reason for not attending)
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Manifesto Commitments and Objectives for the year

Main priority area	Progress
Refining Administrative Processes within Activities (including Finance)	- Key forms such as Event Budget Approvals and Purchase Request Forms have been moved online which has increased speed in which they

	<p>processed and reduce confusion between departments.</p> <ul style="list-style-type: none"> - Visiting/Associate Memberships, Additional Risk Assessments moved online to reduce processing times. - Travel reclaims are being processed via ROSA which if successful can be implemented for payment requests.
Supporting wider campaign for new Union Facilities	<ul style="list-style-type: none"> - Reviewed space plans and imputed ideas and priorities to Carol before she met with Architects.
Ensuring Lewis Building Redesign maximises Activity Space and current facilities are improved.	<ul style="list-style-type: none"> - Have met with architects to understand potential plans for the space and have offered suggestions on how to maximise the usage of the space available. - Research being conducted on the scope and demand for specialised spaces such as dance studios/music rooms with pianos etc. - Bloomsbury Common Room to be refurnished and redecorated
Actively promote Activity to underrepresented groups within UCL	<ul style="list-style-type: none"> - Research is being collected on the specific demographics within C+S membership to allow for targeted events and promotion. - Promoting Project Active Women's Only and Postgraduate events
Ensure clubs and societies are engaged in conversation regarding our events and opportunities to maximise their impact and benefit.	<ul style="list-style-type: none"> - The Activities Zone Reps will be used as connection to the different groups within C+S – potential ideas will be shared as agenda for Zone meetings and feedback will be asked for.
Establish a 'Participation Fund' to help reduce financial barrier to activities for those in need	<ul style="list-style-type: none"> - Have gathered information from other SU's with similar schemes on how the allocation and application of their funds works to inform the design of our own. -

Lead Policies

Check the policies for which you are the lead officer at: <http://studentsunionucl.org/policy>

Policies	Progress
UP1808: Adoption of a UCL specific 'Transgender Inclusion in Sport' Policy	<i>Union has a policy on the inclusion of Trans students in sports clubs that allows them to join whichever team they feel most comfortable with – this is still limited by the external regulations from governing bodies regarding competition.</i>

	<p><i>Will be reviewing at the Activities Zone about whether more needs to be done internally to allow for mixed competitions to take place on a social level as well as more focus on promoting a welcome and harassment free culture.</i></p> <p><i>Will be inviting Trans Part Time Officer to meeting.</i></p>
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Attendance at Meetings - including internal, UCL and external meetings	Date / Attendance	Significant issues discussed
Met with Carl and Faris regarding Bloomsbury Spaces	Late August	<p>Moving student media downstairs (1st Floor Bloomsbury Building) leaving two office spaces free which could be knocked down to expand common room. Potential knocking through corridor around common room which serves no purpose.</p> <p>Faris to look into costs with companies.</p>
Met with Architects regarding redesign of Lewis Building	Mid September	<p>The demand for rehearsal spaces, the importance of multipurpose spaces. Weighing up need for welcome spaces/changing spaces against the possibility of more rooms.</p>

Other student issues or external meetings to note:

None.

Declaration of gifts, hospitality and interests

None.