

# Full-Time Officer Group (FTOG)

Online Meeting (Zoom), 14:00 – 15:00.

## Present

Acacia Matthews, Guild President (**President**) (Chair)  
 Tinajie (Alice) Liu, International Officer (**IO**)  
 Reeve Isaacs-Smith, Welfare & Community Officer (**WCO**)  
 Isobel Lawson, Activities & Employability Officer (**AEO**)  
 Vanessa Chigariro, Education Officer (**EO**)

## Also in Attendance

Mollie Jones, HR Administrator (**MJ**) (note taker)  
 Adam Sheridan, Director of Engagement (**AS**)  
 Scott Dawson, Student Voice & Representation Manager (**SD**)

## Apologies

Jo Thomas, Chief Executive (**JT**)  
 Benjamin Lockley, Postgraduate Officer (**PGO**)  
 Florence Craddock, Sports Officer (**SO**)

No	Item for Discussion	Notes	Action
1	<b>Minutes from 18.07.2022</b>	<p>The Chair presented the previous minutes, for the Officer Team's approval.</p> <p>The Officer Team approved the previous minutes of the last meeting, dated the 18<sup>th</sup> July 2022 as an accurate record of the meeting.</p>	<p><b>Noted</b></p> <p><b>Approved</b></p>
2	<b>Communications Steering Group</b>	<p>The President presented a paper on the University's Communications Steering Group.</p> <p>The President noted a discussion needed to take place to see if this was something the Officers should be involved with going forward, and if so which Officer/s this would be.</p> <p>The IO confirmed they would be happy to be involved in this group and continue with this work.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
3	<b>Team Charter</b>	<p>The President asked the Officer team to outline what their expectations were on responding to messages on the weekend and outside their usual 9-5pm working hours. The Officer Team discussed what their team approach would be to responding to urgent messages outside of work hours.</p> <p>The WCO noted they would be happy to stand by the rule of only responding in office hours, however if there was something that was worrying one Officers the WCO noted were happy to be contacted, but there should not be an expectation that they will receive a response if this is outside of the usual working hours.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>The AEO noted if something serious happened whilst they're on annual leave they were very happy to be contacted.</p> <p>The Officer team discussed the use of the group chats, it was decided that the team would have one designated chat for all non-urgent matters.</p> <p>AS noted it was important to discuss what happens with statements if the relevant Officer was away on annual leave. AS noted when Officers are away on annual leave they may not always be contactable due to time differences and it may not be possible to wait for a response from the relevant Officer to sign of the statement before this is posted.</p> <p>The President noted the expectations for being in the Guild building, and the Guilds guidelines for staff to work at least three days per week in the office. The President queried if the team felt they should be in the office more frequently due to them being a student facing team. The Officer Team agreed to follow the Guild staff model rule, working in the building a minimum of three days per week.</p> <p>The president queried how frequently the Officers should be uploading to their social media accounts, they noted this was important to give students an idea of who the new Officer team are. This was discussed between the team and it was noted that committing to a set number of posts and stories weekly can put pressure on. It was decided the Officers would have their own personal target of at least 1 post per week, with the option of posting more frequently if they wanted to.</p> <p>The EO suggested creating an Officer 'Be Real' video, to give students a view into the daily life as an Officer. The officers discussed this idea and it was noted that this was something they would like to trial. The President noted this idea needed to be discussed with C&amp;M to see if this was possible. The President agreed to discuss with the Communications &amp; Marketing team.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>President</b></p>
4	<b>Democracy Review</b>	<p>The AEO raised the Guild's planned Democracy Review.</p> <p>The AEO noted they wanted to add this item to the agenda item to be discussed with the PGO as this was a subject they were passionate on. The WCO noted it would be best to organise a separate meeting outside of FTOG to allow the team to discuss their thoughts on this, and then bring this back to another FTOG meeting. SJ to arrange meeting.</p> <p>AS gave an overview of the Democracy review to the Officer team.</p> <p>The President queried if they were able to propose a whole new democracy system. AS noted this would be possible however there would be a large amount of background work that would need to go into this such as looking at demographics, and then this would need to be presented to the board.</p>	<p><b>Noted</b></p> <p><b>SJ</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>The President queried how they would make changes to the elections process as there had been some strong feedback on this and the way this could be improved. This was discussed with the Officer team and it was noted further conversations needed to take place.</p> <p>SD noted it was up to the Officer team to decide their approach on this, as well as deciding what they are looking to change by completing another review before going ahead with this. SD noted the Officers needed to ensure what they want to change aligns and that this is feasible, and how those changes would impact the Guild as a whole.</p> <p>The President noted they had previously discussed arranging a working group, and this would be decided on in a FTOG when all the officers were present</p>	<p><b>All</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>Officer Key Meetings</b>	<p><b>President</b> – Mainly internal meetings, no key meetings</p> <p><b>WCO</b> – Run to reform bill meeting (surrounding the cost of living crisis), Meeting with the Student Community Welfare Manager on long term planning for the year.</p> <p><b>EO</b> – Meeting with BIA surrounding vouchers and how they can be more inclusive – they're willing for pay for 50% of vouchers for BIA students. (The AEO asked for a separate conversation on this), internal meetings.</p> <p><b>AEO</b> – Internal meetings to discuss welfare, clothing swap initiative, meeting with student groups team.</p> <p><b>IO</b> – Meeting with BIA, meeting with the director of the Chinese institute to discuss student safety and engagement, careers network conference.</p> <p><b>SO</b> – n/a.</p> <p><b>PGO</b> – n/a.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>AEO &amp; EO</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
6	<b>Schools/Colleges/ Dubai Update</b>	The EO noted this item on the agenda is usually where the Officers update the team on college / committee meetings, however none of these had took place so there was no discussion needed.	<b>Noted</b>
7	<b>Guild Communications &amp; Social Media</b>	<p>The President noted this item was on the agenda so that the Officer team could discuss the important items to communicated to the C&amp;M Team, such as upcoming Guild events.</p> <p>It was noted there was no new items to communicate to C&amp;M.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
8	<b>Part Time Officers</b>	The President noted there was no discussion needed on this item as this would be picked up in September 2022 when the Part Time Officers begin training.	<b>Noted</b>
9	<b>Strategy for Fab posts</b>	The Officer team discussed their thoughts on posting on the external social media pages.	<b>Noted</b>

		<p>AS noted previous teams have dealt this in different ways, previously officers have decided that external social media pages were open to abuse and should be avoided for official communications.</p> <p>AS noted the group chat involving the Officers and SMT can be useful if the Officers feel they need to discuss their response before commenting on a post.</p> <p>AS noted before responding to posts on these pages, the Officer team needed to consider if they were commenting as a representative of the Guild, or commenting with their personal opinion.</p> <p>AS noted the Officers needed to have a more in-depth conversation on this, following on from this they would then discuss this with EB &amp; JT.</p> <p>The AEO noted it would useful to arrange a meeting to discuss this further, and EB would be invited to this meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>All</b></p> <p><b>All</b></p>
<b>9</b>	<b>AOB (Any Other Business)</b>	<p>The WCO requested an update to be given to FTOG on societies/freshers plans at a future FTOG meeting.</p> <p>AS noted they would like a follow up conversation with AEO and President surrounding the upcoming clothes swap.</p>	<p><b>Noted</b></p> <p><b>AS, AEO, President</b></p>