

## Communications Committee – Action Tracker

Meeting(s)	Minute	Action	Responsible	Timeline
<b>Matters Arising</b>				
12 <sup>th</sup> Sept 2018	5.1	<b>Crisis Communication</b> Update the crises communications guideline	Managing Director	Update to 6 <sup>th</sup> Nov meeting
12 <sup>th</sup> Sept 2018	5.7	<b>Union Finance Infographic</b> KL to oversee the publication of a 'finances within the Union' webpage once a year	Head of Student Voice and Communications	Update to 6 <sup>th</sup> Nov meeting
12 <sup>th</sup> Sept 2018	5.11	<b>Student survey</b> All members to look at the student survey questions and discuss feedback	All Members	6 <sup>th</sup> Nov meeting
12 <sup>th</sup> Sept 2018	5.13	<b>Internal communications</b> KL to capture, record and implement a proposal for internal Comms and update the committee on progress on 6 <sup>th</sup> Nov	HoSVC	Update to 6 <sup>th</sup> Nov meeting
12 <sup>th</sup> Sept 2018	8.11	<b>PG Engagement</b> Include a column in Felix dedicated to PG engagement	Felix Editor	Update to 6 <sup>th</sup> Nov meeting
12 <sup>th</sup> Sept 2018	12.2	<b>AE18</b> <ul style="list-style-type: none"> <li>• KL to liaise with AL regarding AE18 communications with College</li> <li>• KL to ensure that communications around the two elections cycles are tested with students</li> </ul>	Head of Student Voice and Communications	Update to 6 <sup>th</sup> Nov meeting

--	--	--	--	--