

Communications Committee – Action Tracker

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

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