



The first ordinary meeting of the Communications Committee for the 2019/20 session, to be held on Tuesday 17 September 2019 in Meeting Room 3, Beit Quad at 14:00.

### Agenda

| Item                  | Subject   | Lead                 | Timings |
|-----------------------|---|----------------------|---------|
| 1.                    | Welcome and Chair's Business                        | Communications Chair | 14:00   |
| 2.                    | Conflict of Interest declaration                    | Communications Chair |         |
| 3.                    | Apologies   | Communications Chair |         |
| 4.                    | Minutes<br>To consider the Minutes from 29 May 2019 | Communications Chair |         |
| 5.                    | Action Tracker & Matters arising                    | Communications Chair |         |
| <b>For Discussion</b> |   |                      |         |
| 6                     | Review ToR and Work Plan                            | Chair                | 14:15   |
| 7.                    | Annual Report                                       | HoSVC                | 14:25   |
| 8.                    | OT and Trustee Communications                       | President            | 14:40   |
| 9                     | Stakeholder Relationship Management                 | Managing Director    | 14:50   |
| 12.                   | Internal Communications                             | Managing Director    | 15:15   |
| 13.                   | Felix Update/Plans                                  | Felix Editor         | 15:25   |
| 14.                   | Union Communications Strategy                       | HoSVC                | 15:35   |
| 15.                   | Social Enterprise Marketing Plan                    | HoSVC                | 16:05   |
| 13.                   | Any Other Business                                  | Communications Chair | 16:20   |

**Next meeting: 11 November 2019**