

The second ordinary meeting of the Communications Committee for the 2019/20 session, to be held on Monday 11th November 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  To consider the Minutes from 17 September 2019 | Communications Chair | |  |
| 5. | Action Tracker & Forward Agenda | Communications Chair | |  |
| **For Discussion** | | | | |
| 6 | Felix Update | | Felix Editor | 14:15 |
| 7. | OT and Trustee Communications | | President | 14:25 |
| 8. | Stakeholder Relationship Management | | DPCS / MD | 14:40 |
| 9 | Internal Communications | | MD | 14:55 |
| 12. | Major communications campaigns update:  (AE, Welcome, Social Enterprise) | | HoSVC | 15:15 |
| 13. | Annual Report | | HoSVC | 15:30 |
| 14. | Union Communications Strategy update | | HoSVC / Marketing Manager | 15:40 |
| 13. | Any Other Business | | Communications Chair | 16:00 |

**Next meeting: 22 January 2020**