

**Imperial College Union
Board of Trustees / 16th September 2020**

Officer Trustee Update

Author(s): Abhijay Sood (President)
Sam Lee (DP Finance & Services)
Michaela Flegrova (DP Education)
Shervin Sabeghi (DP Welfare)
Ross Unwin (DP Clubs & Societies)

Purpose: To report on the work of the Officer Trustees. A comprehensive objectives paper will be considered at the next Board meeting.

1. Abhijay Sood (President)

Key pieces of work I've been involved in since July include:

- i. Planning and delivering key bits of handover and induction for new officers
- ii. Lots of planning around education, primarily relating to the delivery of lectures, the creation of new wholly online courses, and the government's U-turn on A levels
- iii. A number of constructive meetings and conversations on the next phase of planning with respect to White City with key academics and other College staff
- iv. Involvement in the planning for an online graduation "celebration", and a delayed in-person celebration for students
- v. Working towards scholarships for refugee students with advancement, with the establishment of a new College committee

2. Sam Lee (DP Finance & Services)

Key pieces of work I've been involved in since July include:

- i. Emails, emails and emails (for example CSP sponsorships, refunds, and responding to a significant amount of grant loss emails)
- ii. Contributed to the process mapping for the new Risk Assessment process for CSPs
- iii. Created a first draft activity registration app incl. risk assessment checks etc
- iv. Worked with finance on the new Reserves Policy and Rathbones Investment decision
- v. A significant number of eActivities approvals and assisting CSPs in contracts and how to prepare events under COVID

3. Michaela Flegrova (DP Education)

Key pieces of work I've been involved in since July include:

- i. I have worked on establishing relationships with the department and faculty reps, individually meeting with all of my senior volunteers (on UG and PG level) and helping them settle in, making sure they have access to all necessary resources
- ii. I have supported dep reps and faculty reps in developing departmental NSS recommendations, including organising and leading a meeting between the majority of academic and wellbeing reps to discuss the most common problems, and giving all reps individual feedback on their departmental plans
- iii. After collectively reading through the NSS comments, I've been leading on the Union's College-wide NSS response, presenting our recommendations to the Provost and

collaborating with the Vice Provost (Education) to agree on our approach to the NSS actions this year

- iv. I have helped draft an outline of areas of improvement for the Union in response to the NSS, with specific actions still to be agreed between Leadership helped with the development of the rep training sessions, to be delivered by Shervin and myself
- v. I have spent some of my time settling into my role, not just in terms of the odd training sessions I'd still watch every now and then, but mostly by learning to manage my time effectively, finding out how to organise my calendar and mailbox and to reply to emails quickly, figuring out priorities, finding confidence and managing my own expectations

4. Shervin Sabeghi (DP Welfare)

Key pieces of work I've been involved in since July include:

- i. College: continuing co-chairing the ESOG-SE (Education Strategy and Operations Group Student Experience) meetings. This has been discussing managing student numbers on campus, establishing the use of student space, and supporting wellbeing of students in the new term.
- ii. Liberation: have been working developing the new Liberation Networks. Met with all but one of the officers to begin this process. Working with Gabi and the systems team to set up new networks on the 'backend' and with marketing to have new assets and marketing material.
- iii. Mums & Dads: have taken the lead on this. Sign up forms for new students and returning students are live, and I am working with departmental societies to coordinate on a departmental level.
- iv. Halls: continue to act as halls liaison within the Union. As well as administrative responsibilities, dealing with liaising regarding Welcome Season and transitions between academic years.
- v. Training: working with representation team and development team to develop training sessions for student reps. This has been a large undertaking with many training needs across both the wellbeing reps and the Liberation Officers.
- vi. NSS: have worked with Abhijay and Michaela to develop our response to the NSS 2020. We have changed our formula this year and are focusing on a few smaller issues rather than a long response with small recommendations for each NSS category. I particularly have been thinking about student support within this.

5. Ross Unwin (DP Clubs & Societies)

Key pieces of work I've been involved in since July include:

- i. Handover with predecessor and settling into the new job. Including training and induction sessions
- ii. Met with all Management Group and Constituent Union chairs (all senior volunteers in CSP world) and held discussions around key decisions being made by the Union. Facilitated election of Knowledge Sector Chair
- iii. Worked with Move Imperial and key sports stakeholders to launch Imperial Athletes brand (previously known as Sports Hub) for the start of term, including work on a social sport/intra-mural offering whilst BUCS season is suspended
- iv. Lots of term 1 readiness planning, focus on enabling in-person CSP activity and events
- v. OT lead on Virtual Welcome Fair planning, including filming of necessary videos, CSP engagement,
- vi. Worked as part of team to create a CSP Risk Assessment and activity authorisation process
- vii. Lots of emails and eActivities admin taking up a significant portion of my time (including updating many committees from CSP AGMs that were not inputted before the deadline)