

## Full-Time Officer Group (FTOG)

Teams or Mandela

### Present

Alex Keen, Education Officer (**EO**)  
 Syed Sadath, Guild President (**President**) (Chair)  
 Hope Aquilina, Welfare & Community Officer (**WCO**)  
 Devansh Jhamnani, Activities & Employability Officer (**AEO**)  
 Lara Parker, Sports Officer (**SO**)  
 Ritakshi Maheshwari, Postgraduate Officer (**PGO**)

### Also in Attendance

Jo Thomas, Chief Executive (**JT**)  
 Chike Dike, Executive Assistant (**CD**) (note taker)  
 James Lindsay, Director of Community & Representation (**JL**) (agenda item 2 only)

### Apologies

Ravikiran Rajashekar, International Officer (**IO**)

The Chair welcomed everyone, and the meeting started at 12:00.

No	Item for Discussion	Notes	Action
1	<b>Minutes of the Previous meeting (14.10.24)</b>	<p>The Chair presented the minutes of the previous meeting, dated 14<sup>th</sup> October 2024 for the Officer Team's approval.</p> <p>The Officer Team approved the minutes as an accurate record of the meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
2	<b>Ethnic Minority Students' post</b>	<p>JL joined the meeting at 16:09</p> <p>JL noted that a candidate must be a current student to run for election. A Part Time Officer must be a studying student during their term in office. JL flagged that the current EMSO has indicated that they are no longer a student.</p> <p>SO noted the need ensure that PTO candidates running in future elections were able to take office.</p> <p>JL noted that the current EMSO was a viable candidate at the time of election, and their student status changed after election.</p> <p>JL highlighted that moving forward we would need to be clearer in communicating the requirement to be a student for the duration of your time in office.</p> <p>The President noted that a bye election is the best option to fill the role, and EO flagged that there will likely be an Autumn bye election.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		JT to meet with EMSO and discuss how to proceed.	JT
3	<b>Officer Diaries</b>	<p>The Officer Team discussed their key meetings for the week ahead: UEB/Guild, Wonkhe and Team 12 meeting.</p> <p><b>SO</b> – E&amp;E Committee, Sustainability action group, alumni impact fund drop-in, UBSport to discuss sports events.</p> <p><b>WCO</b> – Events Coordinator interviews, Business Development Manager interview, Misconduct Committee.</p> <p><b>EO</b> – Misconduct Committee training, catch-up with Registry, Community Engagement Coordinator interviews.</p> <p><b>PGO</b> – PG monthly meeting with Careers Network, catch up with Student Voice, Communication and Marketing Meeting, Trustee Board briefing, Registry meeting, Appointments Panel training.</p> <p><b>AEO</b> – MedSoc grant meeting, Alumni Impact fund drop in, Trustee Board briefing, E&amp;E committee briefing, Misconduct Committee training, Good Campus Relations group, the Birmingham Award Board of Studies, Student Entrepreneurship Working Group.</p> <p><b>President</b> – Honorary Degree Committee, Business Development Manager interview, Good Campus Relations, FBR steering group.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
4	<b>Officer Projects</b>	<p>SO – Club Executive Group, Sports Night Costume Swap Shop.</p> <p>EO – writing a new Student Charter.</p> <p>PGO – Career Support.</p> <p>AEO – Student Minibus hire.</p> <p>WCO – Housing.</p> <p>President – Coffee with President.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>Schools/Colleges/ Dubai Update</b>	Nothing to discuss.	<b>Noted</b>
6	<b>Part-Time Officers</b>	<p>EO flagged that there was a very productive meeting with the Disabled Students Officer around disabled students' issues.</p> <p>SO noted that they are organising a sports night costume swap shop with the Sustainability Officer.</p> <p>SO highlighted that the Sustainability Officer visited University of Southampton to research best practice and is writing a paper to come to E&amp;E Committee.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
7	<b>AOB</b>	SO indicated that the UEB/Guild meeting went very well.	<b>Noted</b>

		EO noted that the meeting was more relaxed as all the Officers have done a good job networking and forming relationships, so they were familiar with everyone. EO also noted that the feedback on the presentation was very positive. .	<b>Noted</b>
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The meeting finished at 13:00.