

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**

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| **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**