

## **Standing Orders of Union Council Appendix A – Standing Requests for Reports**

- Council requests that the following Officers submit reports to each of its Ordinary Meetings throughout the academic year:
  - Union President
  - Deputy President (Finance and Services)
  - Deputy President (Clubs and Societies)
  - Deputy President (Welfare)
  - Deputy President (Education)

These reports are requested to contain both details of the Officer's activities since the previous report, and also details of intended activities until the next Meeting of Council.

- Council requests that the following Officer submit reports to it following each meeting of the Board of Trustees and any sub-committees thereof whose meetings they attend:
  - Council Chair

These reports are requested to contain summaries of actions and decisions taken by the Board of Trustees in the relevant meetings, especially those actions and decisions which directly relate to Council business.

- Council requests that the following Officers:
  - CGCU President
  - RCSU President
  - RSMU President
  - ICSMSU President
  - GSU President
  - Silwood Chair
  - Felix Editor

Submit reports at:

- The first Ordinary Meeting of the Academic Year, after elections for Representatives to Council have taken place
- The last Ordinary Meeting of the Academic Year
- The first Ordinary Meeting of the second Academic term.

These reports are requested to contain details of activities in the Officer's area of responsibility since the last report to Council; in particular information about their financial position, operational plans/details of recent operations and reports from any relevant junior Officers.