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| Campaign Officer Name: | Sweezel D Souza |
| Campaign Officer Role: | Mature Students’ officer |

**Section 1: Officer Report**

*This section is to be completed by the Campaign Officer.*

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| **General Report** *(Written by the Campaign Officer this report is aimed at providing insight into their work/activity since their previous report).*  |
| * Attended Campaign officer training sessions
* Organised a meetup for mature students (3rd November 2023)
* Updated social media page and mature students’ association page for mature students’ (Instagram/ Facebook)
* Sharing upcoming programmes if any on the social media platform (Instagram/ Facebook)
* Could not take part in the induction week September/October 2023, however, I emailed the individuals who were conducting the induction drop-in about all the details as how to contact the mature students’ officer (email ID) and the links to follow the mature students’ association page and social page that is Instagram to receive all updates.
* Having bi-weekly meetings with my buddy (Sabbatical officer).
* Working towards a mature students’ board games and snacks evening (9th February 2024)
 |
| **Manifesto Update** *(Written by the Campaign Officer this section is aimed at tracking their progress against manifesto commitments made by them during their successful officer election)* |
| Organise socials | Done/ doing |
| Update mature student association page and social media platform Instagram | Done/ doing |
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| Members of the Executive Committee present: |  |
| Date of the Accountability Session: |  |

**Section 2: Accountability**

*This section is to be completed by Campaign Officers and their Executive Committee members prior or during their meeting.*

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| **Areas Working Well** *(Written by Campaign Officers and their Executive Committee this section should detail areas the members think is working well and what they believe the Campaign Officer should keep doing)* |
| * Events for socialising where mature students meet-up and get to know fellow mature students
* Having bi-weekly meetings with the sabbatical officer (buddy).
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| **Areas For Improvement** *(Written by Campaign Officers and their Executive Committee this section should detail areas the members think could do with more focus)* |
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| **Student Engagement** *(Written by Campaign Officers and their Executive Committee this section should detail how the Campaign Officer is engaging students with their work – if an Executive Committee has not been elected this section should also include what work is being undertaken to gather feedback from students)* |
| * Recently I have added a feedback form for students to engage with me with any concerns they have been facing.
* Mentioned the mature student’s email address on Cardiff Unions mature students’ association page for mature students to contact me with any questions or issues.
* During the socialising events speak to the attendees and gather feedback.
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| **Does the accountability session / executive committee wish to consider any of the following notices?***If Yes, please provide details of the reasons for such motion or notice in the box provided.* *(Select N/A if no executive committee elected)* |
| **Motion of Censure** *Motions of Censure shall be considered when the committee believes the elected officer has committed a serious offence against their office or democratic responsibilities as outlined in the bye-law appendices. Note: When motions of Censure are considered the elected officer shall be provided with at least 48 hours-notice in order to be able to provide a fair and accurate response to the reasons for the censure.*  | Yes / No / N/A |
| **Notice of Requires Improvement** *Notices of Requires Improvement shall be considered when the committee is dissatisfied in an elected officers work or conduct in relation to their role, responsibilities and manifesto commitments. Note: When notices of Requires Improvement are considered the elected officer shall be provided with at least 48 hours-notice in order to be able to provide a fair and accurate response to the reasons for the notice.* | Yes / No / N/A |
| **Notice of Satisfaction** *Notices of Satisfaction shall be considered when the committee wishes to formally recognise an elected officer for outstanding work in relation to their role, responsibilities and manifesto committee. Note: Prior warning for a Notice of Satisfaction is not required.*  | Yes / No / N/A |

**Section 3: Accountability Session Outcomes**

*This section is to be completed by the accountability session members following their meeting.*

*(Leave blank if no executive committee elected)*

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| Is the session satisfied with the discussion held with the Campaign Officer? | Yes / No |
| If the answer to the above question is **no** please provide additional details below. |
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| Is there anything the session wishes to make Student Senate aware of as a result of the meeting? | Yes / No  |
| If the answer to the above question is **yes** please provide additional details below. |
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| **Following consideration did the accountability session apply any of the following motions or notices?** *If Yes, please provide details of the reasons for such motion or notice in the box provided.* |
| **Motion of Censure** *Motions of Censure shall be considered when the committee believes the elected officer has committed a serious offence against their office or democratic responsibilities as outlined in the bye-law appendices.*  | Yes / No |
| **Notice of Requires Improvement** *Notices of Requires Improvement shall be considered when the committee is dissatisfied in an elected officers work or conduct in relation to their role, responsibilities and manifesto commitments.*  | Yes / No |
| **Notice of Satisfaction** *Notices of Satisfaction shall be considered when the committee wishes to formally recognise an elected officer for outstanding work in relation to their role, responsibilities and manifesto committee.*  | Yes / No  |