****EXECUTIVE OFFICER REPORT**

## Report Information

|  |  |
| --- | --- |
| **Officer Role:** |  |
| **Officer Name:** |  |
| **Date of Meeting:** | DD/MM/YYYY |
| **Date of Previous Student Council:** | DD/MM/YYYY |

## Reporting

|  |
| --- |
| Summary  |
| Please provide a summary commentary of work completed during the reporting period in this section.This summary will also be included as a blog post on the SU Website and on Social Media. |

### Manifesto Pledges

What have you done in this reporting period (between the last Council meeting and now) to get you closer to achieving your manifesto pledges?

|  |  |  |
| --- | --- | --- |
| **Manifesto Point** | **Progress Since Last Meeting** | **RAG Rating** |
|  |  |  |
|  |  |  |
|  |  |  |

### Mandates

What have you done in this reporting period (between the last Council meeting and now) to get you closer to completing your mandates?

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandate** | **Date of Mandate** | **Progress Since Last Meeting** | **RAG Rating** |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |
|  | MM/YY |  |  |

### Other Items

Please highlight any other notable actions since the last Council meeting.

|  |  |
| --- | --- |
| **Issue/Action** | **Progress Since Last Meeting** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### Declarations

Please highlight any gifts or benefits received as part of your role in the reporting period.

|  |  |  |
| --- | --- | --- |
| **Gift/Benefit** | **Value** | **Reason** |
|  |  |  |
|  |  |  |

### Meetings

Please list all meetings you have attended in your capacity as a student representative during the reporting period. In the update section, please focus on the issues discussed and how you represented student views in that meeting.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name** | **Date** | **Length of Meeting (Hours)** | **Update** |
|  | DD/MM/YYYY | HH:MM |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Timesheet

Please list your work hours during the reporting period and your main work location for that day.

|  |  |  |
| --- | --- | --- |
|  | **Week 1:** DD/MM/YYYY | **Total Hours:**  |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 2:** DD/MM/YYYY | **Total Hours:**  |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 3:** DD/MM/YYYY | **Total Hours:**  |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |
|  | **Week 4:** DD/MM/YYYY | **Total Hours:**  |
|  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** | **Sun** |
| In | HH:MM |  |  |  |  |  |  |
| Out | HH:MM |  |  |  |  |  |  |
| Total | HH:MM |  |  |  |  |  |  |
| Location |  |  |  |  |  |  |  |