

THURSDAY

9.00 – 11:00: Council and exec report

11:00 – 13:00: Writing page on diversity week for student direct, getting diversity week info on the website and updating the facebook group with all confirmed events.

13:00 – 13:15: Getting people to come along to the inspirational people campaign workshop.

13:15-13:30: Emails

13:30- 14:00: Lunch

14:00-14:30: Organising inspirational people being placed around campus. More information required by Linda.

14:30 – 16:00: Promoting diversity week: Adding to union calendar, email to council, exec, international society, message of the day, STARS.

16:00 – 16:15: Helping with disabled students publicity through open media.

Sorting out sound system

Shared planet ticket collections

Elections voting

Emails

Ordered flyers

Paid materialise

Made display board for advertising diversity week

Researching more inspirational people

17:00 – 18:00: Attended a very good SSF meeting. Decisions regarding a 10:10 campaign and promoting the SSF were made. I also formally took on the role as secretary of the forum.

FRIDAY

9:00 – 10:00: Emails and typing up action points from SSF.

10:00 – 10:30: Wrote and sent out campaigns collective email for this week

10:30 – 10:45: Read over governance review findings

10:45 – 11:30: Made exhibition for kick racism out of football

11:30 – 12:00: Helping people and planet with shared planet organisation.

12:00 – 12:30: Booking room for SSF with tea and coffee, picking up diversity fliers and putting fliers in appropriate places.

Dealt with person asking about mobilisation for the wave and added to campaigns collective mailing list.

12:30 – 13:00: Sign up sheet for diversity week and making more info posters for the inspirational people workshop.

13:00 – 14:00: Lunch

14:00 – 14:30: Sound impact meeting with Ali and Gabriel

14:30 – 14:15: SSF posters in the union building.

14:45- 16:00: Preparing inspirational people info.

16:00 – 19:00: Making inspirational people cut-outs.

MONDAY

9:00 – 12:30: Making celebrate diversity banner

12:00 – 1:00: Exec meeting

1:00 – 2:30: Strategy document review session. Arguing for campaigns being student led, general promotion of campaigns and campaigns training to be included in the strategy document.

2:30 – 3:00: Sorting out inspirational men and sending them off across campus.

3:00 – 3:30: Meeting with Andi Sidwell about Biko and MR4.

3:30 – 5:00: Entrance board for Kick Racism out of football board.

TUESDAY

9:00 – 5:00: I did lots of little bits of pieces on this day so I thought I'd just list them instead of writing it in a time specific way:

- Emails
- Shared planet band organisation and equipment organisation with Andrew McCarthy.
- Advertising further actions to take on education funding campaigning (national protest in London on Wednesday)
- Organising wall of welcome (making it stand up)
- Payment for sound system hire
- Ordering more diversity flyers
- Computer broke down so I spent some time fixing it with Kevin
- Meeting with Action Palestine spokes about having an art exhibition in the Union in Right to Education week.
- Organising an environmental fundraiser for Copenhagen at the corner.

- Organising fair-trade food for the general meeting and looking for a band to entertain people before the meeting.
- Email all society chairs about diversity week and the food sharing event.

5:00 – 5:30: People and planet meeting discussing green campaigning for the next term.

6:00 – 7:30: Council meeting

WEDNESDAY

9:00 – 9:30: Helping set-up carbon ambassadors training and talking about how the training could be used to environmentally audit the university and Union and using the students sustainability forum.

9:45-10:00: Sorting out the Welcome Wall for diversity week.

10:00 – 12:30: Governance review meeting. Discussing exec roles and making the Union more efficient.

12:30 – 1:30: Emails and getting carbon ambassador information available to be put on the website.

1:30 – 4:30: North campus office hours. Filling in exec questionnaire and sound impact review.

4:30 – 5:30: Sound impact review on south campus and briefing Jacques on Diversity week for Biko Live's compare.