

MEMORANDUM

TO: Societies Committee	FROM: Student Activities Officer
DATE: 00-00-00	SUBJECT: Societies Committee Meeting

Please arrange to attend the next meeting of Societies Committee at 00am on Friday 00th 0000, in the Student Activities Centre (top floor, Steve Biko Building), the agenda for which is as follows:-

A G E N D A

- 1) Apologies
- 2) Claims
- 3) Any Other Business
- 4) Date of next meeting

Distribution:

Emily Randall (Chair)
Tom Skinner (General Secretary)
Graham Smith (Societies Secretary)
Rob Pinfold (NUS Sec)
Alex Reynolds-Cocroft (Women's Sec)
Daniel Lee