

UNIVERSITY OF BATH STUDENTS' UNION
AWARE Central
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR	Raise the profile of the AWARE centre with the whole student population	Review AWARE publicity strategy and increase visibility of the centre	6 publicity items per year, giving details of AWARE services, on Bathstudent.com and in student newspaper, and 3 items per year on Bath University website.	Widening Participation funding	AWARE co-ordinator /AWARE publicity worker.
Reputation/PR/Student	To continue to develop close working relationships with the International Office to ensure that AWARE meets the needs of International students.	Hold regular meetings with staff from the International office – to look at ways of addressing presenting issues.	Hold 2 meetings per semester with International office – to discuss needs of international students and		AWARE Co-ordinator/Sabbatical

Aim	Objective	Action	Success Measures	Budget	Responsibility
			feedback on issues coming to AWARE.		
Engagement /Diversity	To ensure that AWARE is meeting the needs of International students	To survey international students during each both 1 st and 2 nd semesters to review needs of international students of the academic year	Students surveyed, and feedback given re changes to AWARE to meet needs of international students.	AWARE staff costs	AWARE Co-ordinator/Sabbatical
Student Engagement/Diversity/Representation	To ensure that AWARE is providing appropriate services for Postgraduate students	Work with the PGA Exec and Administrator to raise the profile of AWARE via PGA newsletter. Carry out survey re PG use of AWARE	Postgrads surveyed and feedback given re changes to AWARE services to meet the needs of Postgraduate students	AWARE staff costs	AWARE Co-ordinator
Diversity	Measure number of Postgraduate and International students who use AWARE services	Continue monitoring methods, which measure numbers of particular groups of students who use AWARE	As a result of surveys and feedback, increase the number of postgraduate and international students using AWARE, so that		AWARE Co-ordinator/AWARE Worker

Aim	Objective	Action	Success Measures	Budget	Responsibility
			the proportions are similar to those of the student population.		
Student Engagement	Ensure that students are consulted re the effectiveness of the AWARE service and that any actions taken are communicated to students.	An on-line questionnaire will be circulated to all users of AWARE in the spring semester .	Feedback will be acted on and all actions will be publicised via Bathstudent.com	Staff costs	AWARE Co-ordinator
Student Involvement	To ensure that AWARE is providing appropriate services to meet the needs of all students at the University of Bath	AWARE will recruit a panel of students who will act as a focus group/ steering group for AWARE	Students recruited and consulted on appropriate issues. AWARE policies and processes will be reviewed following feedback.	Staff costs -	AWARE Co-ordinator and Sabbatical
Health and Safety/Risk Management	To ensure that all AWARE staff and volunteers operate in a safe environment	AWARE Staff and volunteers will receive risk assessment training, and will know how to apply this to all work and volunteering	Risk assessments completed on all activities.	Staff costs and Volunteer training	AWARE co-ordinator and AWARE worker

Aim	Objective	Action	Success Measures	Budget	Responsibility
		situations.			
Health and Safety/Risk Management	To ensure that all AWARE staff and volunteers operate in a safe environment	AWARE Staff and volunteers will receive risk assessment training, and will know how to apply this to all work and volunteering situations.	Risk assessments completed on all activities.	Staff costs and Volunteer training	AWARE co-ordinator and AWARE worker
Reputation/PR	Provide condoms to students at cost price.	Source appropriate condoms, and advertise the service in AWARE publications and during Freshers week.	Number of condoms purchased by students during academic year.	£100	AWARE Co-ordinator/Sabbatical
Reputation/PR	Provide free pregnancy testing kits to all students.	Source and provide pregnancy testing kits and information. Advertise the service on AWARE website and in appropriate AWARE publications.	Number of pregnancy testing kits supplied to students.	£150	AWARE Co-ordinator/Sabbatical

UNIVERSITY OF BATH STUDENTS' UNION
AWARE Advice and Information
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Welfare /Representation /PR	Provide Advice and information to University of Bath students on all academic and Welfare issues, which is accurate and up to date.	Provide advice on a range of subjects, including Academic Issues, and all Welfare Issues.	Records will be kept of range of issues on which students have sought advice. Number of students seeking advice from AWARE will increase by 5%.	Staff costs	AWARE Advice & Development Co-Ordinator/Sabbatical /AWARE Advice & Development worker.
Reputation/PR//Diversity.	Provide Accessible Information to University of Bath Students.	Provide Information via drop-in sessions, phone, on-line query form and e-mail. All information to be available in paper and other suitable formats such as	Records will be kept of numbers of students contacting AWARE via various methods, and requests for information in alternative	Staff costs Stationary costs and photocopying.	AWARE Co-ordinator and AWARE worker

Aim	Objective	Action	Success Measures	Budget	Responsibility
		audio visual, and Braille.	formats.		
Reputation/PR/Quality Assurance	To maintain a service which has policies and procedures which ensure that a service of a measurable quality is provided.	Regular review of AWARE policies and casework. Ensure that all AWARE staff and volunteers are aware of and follow AWARE policies.	Maintain the Legal Services Quality Mark All casework meets standard of Legal Services.	Staff costs	AWARE Co-ordinator/Sabbatical /AWARE Worker
Quality Assurance/Welfare	Staff will be able to provide up to date advice and information and will be able to identify source of information for student	AWARE staff will ensure that they stay up to date on all subject based issues, by being aware of developments both within and outside the university. This may involve attending training events as well as regular reading of articles.	Students will receive relevant advice which will enable them to take appropriate action. Will be measured via AWARE feedback forms. Staff will identify training needs both at staff appraisal and in ongoing supervision. Staff	Staff training budget	Advice and Development Co-ordinator

Aim	Objective	Action	Success Measures	Budget	Responsibility
			will complete learning agreements which will identify targets for training, identify development of knowledge and how training is put into practice.		
Quality Assurance /Welfare	AWARE staff will keep up to date with developments in Academic and Welfare issues.	Staff will maintain up to date information on all issues by regular updating of all resources, i.e. Citizens Advice System, CPAG Handbook, and appropriate sections of the University QA Manual.	Staff will be able to provide up to date advice and information and will be able to identify source of information for student. Casework checks will provide evidence of accurate, appropriate and up to date information being given to students.	£600 subs £600 affiliations	AWARE Co-ordinator/AWARE Advisor

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR/Quality Assurance/Welfare/Diversity.	Ensure that all AWARE volunteers are able to provide appropriate advice and information.	Regular training sessions for AWARE volunteers on use of AWARE resources., -i.e. 1 session per semester on specific information such as Housing Contracts	AWARE Volunteers will be able to fully and accurately explain the terms in housing contracts to students.	Staff costs Volunteer Training sessions	AWARE Co-ordinator/AWARE Worker
Diversity	Ensure that AWARE staff are aware of the particular needs of groups of students within the university.	AWARE staff will attend training provided by the University on all Diversity issues.	AWARE staff will be aware of all diversity issues, and will be able to pass on information to AWARE volunteers.	Staff costs	AWARE Co-ordinator/AWARE worker
Student Engagement	Ensure that students are consulted re the effectiveness of the AWARE service and that any actions taken are communicated to students.	An on-line questionnaire will be circulated to all users of AWARE in the spring semester .	Feedback will be acted on and all actions will be publicised via Bathstudent.com	Staff costs	AWARE Co-ordinator
Reputation/PR	Increase awareness of AWARE centre by producing appropriate publications and handbooks for student use..	Produce range of publications and handbooks relevant to students, i.e. housing, Placement	Handbooks will be produced and distributed to students.	£4,200	AWARE Co-ordinator/AWARE Worker/Sabbatical

Aim	Objective	Action	Success Measures	Budget	Responsibility
		and AWARE Handbooks, and entry in Freshers Diary.			
Resource Generation	Seek sponsorship for AWARE publications, such as the Placement handbook.	With the Marketing department look for suitable sponsors of AWARE publications and make representations to them.	50% of AWARE handbooks will be sponsored by external sources.		
Reputation/PR Communication and Information	Provide range of leaflets from external sources which will provide information for students.	Research, source and purchase appropriate leaflets. Advertise availability via AWARE website and bathstudent .	Students will request copies of leaflets. Therefore duplicates will need to be ordered.	£200	AWARE Co-ordinator/.Worker/Sabbatical

**UNIVERSITY OF BATH STUDENTS' UNION
AWARE Campaigns and Events**

**18 month Operating Plan
2007/2008**

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Diversity	To recruit an active and committed group of students, who reflect the student community within the University.	Publicise the role of the student campaigner in both semesters 1 and 2.	Minimum of 20 students recruited during Semesters 1 and 2.	AWARE staff costs.	AWARE Co-ordinator/Aware Advice Worker.
Welfare/Reputation/P R/Student Involvement	To work with students to ensure that campaigns are effective and relevant.	Training for students in how to manage campaigns, such as safer sex, safer drinking and mental health awareness. Students from Semester 1 to have input into which campaigns are to be run in semester 2.	Students able to manage effective campaigns, which are relevant to student population. Effectiveness measured via annual student survey and campaign group evaluation.	AWARE staff costs.	AWARE Co-ordinator/AWARE Advice worker.

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR	To publicise the campaigns that AWARE volunteers are working on.	Campaign groups will organise a publicity strategy to include items on Bathstudent.com, in Impact and on Student radio and on the Bath University website.	12 items of campaign news per year on Bathstudent.com , 8 items in Impact and 8 items on Bath University web.	£400 for publicity and resources, incl. photocopying.	AWARE Co-ordinator
Resource Generation	To generate appropriate resources for use in campaigns.	AWARE Volunteers and AWARE worker will contact suitable sources to obtain resources which will be of use in awareness raising campaigns.	Resources will be available to make the campaigns interesting and varied.	Photocopying.	AWARE Worker and AWARE Co-ordinator.
Student Engagement	To ensure that all campaigns are relevant to the student body.	Satisfaction/knowledge survey of all students via bathstudent.com at the end of first semester.	Review user feedback and campaigns provided. Provide feedback via bathstudent on action taken.		AWARE Co-ordinator and AWARE worker.
Health & Safety/Risk Management	To ensure that all campaigns and events are carried out safely.	All AWARE volunteers will receive training in basic risk assessment.	All campaigns carried out following appropriate risk assessment.	Staff costs	AWARE co-ordinator/AWARE worker.

UNIVERSITY OF BATH STUDENTS' UNION
AWARE Volunteers
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Diversity	To recruit an active and committed group of students, who reflect the student body.	Publicise the role of the student campaigner in both semesters 1 and 2.	Minimum of 20 students recruited during Semesters 1 and 2.	AWARE staffing costs + £100 training costs.	AWARE CO-ordinator/Aware Advisor.
Reputation/PR	To ensure that all AWARE volunteers are identifiable by the student population..	Provide AWARE Volunteers with t shirts with AWARE slogan and name labels for use when working in AWARE office.	University of Bath students will be able to identify AWARE volunteers when they are carrying out AWARE tasks.	£300	AWARE Co-coordinator/AWARE advisor
Diversity/Student Involvement	To recognise student contribution to effectiveness of AWARE	Organise group activities to encourage group identity, and cohesion. Receive feedback from students on the effectiveness of their role	Students involved in 2 group activities per semester. Role of students volunteers reviewed following feedback.	£100	AWARE Co-ordinator and AWARE advisor

Aim	Objective	Action	Success Measures	Budget	Responsibility
		in campaigns			

UNIVERSITY OF BATH STUDENTS' UNION

ACCESS Group 18 month Operating Plan 2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Student Involvement	To ensure that the views of SWD are represented on Student Union Council	SWD rep to be elected by access members, and attend Student Union Council and other relevant meetings. Rep to receive training.	SWD rep attended Council meetings regularly and raises issues/airs views on relevant situations.		Access Rep/Access Chair
Representation/Student Involvement	To have representation of group at National level	Representative or Chair and one other group member to attend conference of SWD	Two members of the group will attend National Conference, and feedback to members .	£120 + £150 travel	Access Chair/ Representative and or access member.

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR	Raise the profile of the Access group.	2 items per semester in Student Newspaper. Group Activities advertised on Bath Student. Ongoing poster campaigns and leaflets to residencies. Campaign during Disability Awareness week. Develop links with Learning Support Centre.	Increased awareness of Disability Issues by student population, measured via surveys/quiz.	£50 photocopying and printing	Access Members and Chair/Rep
Student Engagement	To ensure that Access members feel represented by the Access rep.	Access Chair and Rep will survey members to obtain feedback on views to be put forward at national and local level.	Response from membership, and publication of responses to feedback on access website.		Access Chair and Rep/AWARE Co-ordinator.
Reputation/PR /Diversity	Increasing the number of members of the SWD group.	Publication of Student Group Handbook, Freshers Fayre, and posters and leaflets to Residences.	New group members, from both first year students and returning students.	£50 photocopying and printing	Access Chair and Members/Rep/AWARE Co-ordinator.
Student	To have an active	To recruit/co-opt a	Committee in place		Access Chair/Access

Aim	Objective	Action	Success Measures	Budget	Responsibility
Involvement/Diversity	committee of Access Students members to support the two Access officers.	maximum of 3 committee members, in addition to the Chair and Rep.	and actively supporting officers throughout the academic year.		Rep Officers/AWARE Co-ordinator
Student Involvement	Develop the Social activities of the group.	Hold at least 2 social events per semester.	4 events held with more than 25% of access group members attending	£80	Access Chair/Access Committee/Rep/AWARE Co-ordinator
Reputation/PR	Increase support resources available to SWD	Maintain website, run regular drop-in advice sessions. Ensure students are aware of current resources by newsflashes on Bathstudent and items on Bath Uni homepage.	Accessible and informative website available to all SWD. Record number of hits to website.	£70	Chair and Rep

UNIVERSITY OF BATH STUDENTS' UNION
Global Group
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Diversity	Celebrate the different cultures represented by the Student Body.	Holding a series of cultural and social events, including Global evening, as a main showcase event	3 social events held during the first semester, and Global evening and two social events in the second semester.	£100	Global Group Chairs/Committee
Reputation/PR	Raising awareness of the Global group and its purpose.	Publicise the group on Bathstudent, URB, and in freshers week.	Increased home student membership of the Global group during 2007-08.	£100.00	Global Group Chairs/Committee
Diversity/ Reputation/PR	Form closer links with other international groups, including Bath University Staff Association.	Arrange meetings with other groups, to keep informed of each others activities. Look at possibility of inter-group e-mail.	Attendance of other groups members at Global group events and vice versa and joint event.		Global Group chairs

Aim	Objective	Action	Success Measures	Budget	Responsibility
Diversity	To have an active committee of home and International students to support the Chairs and officers.	To recruit/co-opt a maximum of 3 committee members.	Committee in place and actively supporting officers throughout the academic year.		Global Group Chairs/ Officers/AWARE Co-ordinator
Health & Safety	All social activities will take place in a safe environment.	Training on health & safety will be undertaken by Global Group Committee.	Risk Assessment will take place for each social event.	Staff costs	Global Group Chairs/AWARE Co-ordinator.
Resource Generation	To have sponsorship of social events by local businesses.	Global Group committee will research suitable sponsors for each event.	Income generated.	20	Global Group Chairs/AWARE Co-ordinator

UNIVERSITY OF BATH STUDENTS' UNION
AWARE LGBT
18 month Operating Plan
2007/2008
Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Diversity/Reputation/ PR/	LGBT Elected members will receive training and represent members at national level. Elected members will feedback to members.	Appropriate LGBT elected members will attend LGBT conference and training.	Bath LGBT elected members attend national conference twice per year, and represent members.	£480 conference £250 travel	LGBT Chairs
Reputation/PR/ Diversity	Raise awareness of LGBT group and its purpose with the student group.	Poster campaign, flyers, and updated website for Freshers week. Have information in students group handbook Keep LGBT website updated throughout the year, and weekly e-mails to members. Hold Bi-Annual Awareness week.. Publicise the group in Impact twice per year.	Retaining current members, and increase increasing visibility of the group around campus. Increased numbers at social events, by 50%	£30 £100	LGBT Committee LGBT Committee and group.

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR	Have appropriate information resources available to group members.	Regularly review information resources and publications available to ensure that they are up to date and suitable.	All information and resources will be up to date and available to group members.	£50	LGBT Committee
Reputation/PR	Develop closer links with LGBT groups in other universities.	Contact LGBT groups at Bristol Uni, Bath Spa, Cardiff and other groups via e-mail.	Joint social events and regular communication between committees.		LGBT Chairs
Student Involvement/Student Engagement	LGBT Committee will be aware of the views of group members	Survey of group members at the end of 1 st semester to ascertain views on the way the group is operating	Feedback received from group and acted upon		LGBT Committee/Welfare Sabbatical/AWARE Co-ordinator
Resource Generation	LGBT Committee will seek appropriate sources of sponsorship for events and awareness week.	Committee will work with SU Marketing department to find appropriate sources of sponsorship.	Sponsorship secured for at least one event per year.		LGBT Committee/Welfare Sabbatical/AWARE Co-ordinator
Health and Safety	All LGBT events will be held in a safe space.	LGBT Committee members will receive training in Health and Safety.	Risk Assessment will take place for each social event.	Staff costs	LGBTChair/AWARE Co-ordinator.

UNIVERSITY OF BATH STUDENTS' UNION
Mature Students
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Representation and Involvement/PR/Communication	Recruit core group of 20 mature students.	Publicity – including Freshers Student Support group handbook. . Publicity on department and Student Union notice boards.	20+mature student members	£60 Photocopying and printing.	Mature Student Chair/Social Secretary/AWARE Co-ordinator
Diversity	Overcome the possible isolation of mature students within the University.	Range of varied social activities, during Freshers week and throughout the year.	Increase in number of mature students attending social groups.	£60	Mature Students Social Secretary
Diversity	To have an active committee of Mature Students to support the three officers.	To recruit/co-opt a maximum of 3 committee members.	Committee in place and actively supporting officers throughout the academic year.		Mature Student Officers/AWARE Co-ordinator
Health & Safety	All social activities will take place in a safe environment.	Training on health & safety will be undertaken by Mature Student Committee.	Risk Assessment will take place for each social event.	Staff costs	Mature Students Chair/AWARE Co-ordinator.

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR	Raising the profile of the Mature Student group.	Two items of information per semester in Impact	Items published and responses received.		Social Secretary/Chair /AWARE Co-ordinator
Reputation/PR	To increase the support materials available to mature students.	Updating information available on Bathstudent.com as information becomes available. Review information each term.	All materials are up to date and relevant to mature students.		Mature students rep/Mature Students Chair
Representation	Opportunity to receive training and to represent views of the group.	Mature Students rep and one other to attend NUS conference and training.	Mature student will have network of contacts, receive training and will have voted on behalf of MS group.	£140 – conference exps. +up to £100 travel cost. Per person.	Mature Student rep

UNIVERSITY OF BATH STUDENTS' UNION
Nightline
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Quality Assurance	Meet the standards of National Nightline.	Ensure that the 5 principles of National Nightline are met by Bath Student Union Nightline Service.	Affiliation to National Nightline.	£60	Chair and Committee
Reputation/PR	Raise the Awareness of Nightline with Bath Students.	Place posters around the SU and University. Regular adverts in Impact, regular articles on CTV and URB. Flyers for Freshers pack, and promotional items for Freshers Fayre, and item in Student Group handbook. Questions re Nightline in New Arrivals survey.	Increase number of students using Nightline services by 10%	£200	Chair/Publicity Officer/Welfare Sabbatical/AWARE co-ordinator
Diversity	Ensuring that the service is available to all students, via telephone,	Ensure that all current services, i.e. phone, drop-in and e-listening remain	Fully accessible service in place.		Chair

Aim	Objective	Action	Success Measures	Budget	Responsibility
	drop-in, e-listening and webchat.	in place, and consider the possibility of providing a webmail service.			
Diversity /Student Engagement	Recruit and train sufficient volunteers to staff nightline. The volunteers recruited should as far as possible reflect the student body.	Advertise training sessions each semester. Hold recruitment interviews. Hold 2 training sessions per semester for new volunteers. Collect information on student status and nationality in registration forms.	Recruit and train minimum of 10 volunteers per semester.	£200	Chair/Training Officer
Student Involvement	To ensure that Nightline continues to be a fully student led organisation	The Committee of Nightline will be staffed by students. Representatives of Nightline will be involved in both Student Support Exec and the Equalities Committee	Active Committee, who are able to influence decision making process within the SU		Nightline Chair and Committee
Student Engagement	Contact student body to ensure that Nightline services and support are appropriate to the needs of the student body.	Questions included in AWARE student survey to obtain feedback from students on Nightline services.	Use feedback to review Nightline policies and practices and ensure that information on changes are given to the student body via Nightline website and		

Aim	Objective	Action	Success Measures	Budget	Responsibility
			bathstudent		
Health & Safety	All Nightline Volunteers and users operate in a safe environment.	Risk assessments carried out for each Nightline session. I volunteer per session to be responsible for risk assessment. Risk assessment training to be undertaken.	All sessions are carried out in a safe environment.		Training & Welfare Officer
Representation and Training.	Ensure that Bath Nightline service is represented at all National Nightline conferences, and that all volunteers are aware of relevant issues.	Delegates attend National Nightline conference and appropriate sub-conferences. Explore with Bristol Nightline the possibility of shared transport costs and closer working.	Delegates will attend conference and will update other Nightline volunteers on relevant issues. Nights when Bath Nightline unavailable service covered by Bristol Nightline.	£370	Chair/Secretary/Training Officer
	Maintain the day to day running of Nightline service and essential equipment.	Regular photocopying, printing, use of phone, and where necessary replacement of equipment such as computer, printer, kettle , bedding, light, etc.	Service and equipment maintained	£225	Chair/Secretary

UNIVERSITY OF BATH STUDENTS' UNION
Aware Student Parents
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR	Raise awareness of the group among Student Parents at Bath University	Items on Bathstuden.com, and 4 items per year in Impact. Notices on Students Union notice boards.	Increase number of students registering with Student Parents group to 20.	£50 for photocopying	AWARE Co-ordinator
Diversity	Develop the social activities of the group to overcome the possible isolation of student parents.	Arrange a number of social events, in freshers week and 1 per half term thereafter.	Number of students attending social activities	£50	Student Parents Rep
Student Engagement	Ensure that all student parents are aware of the services available to them, and obtain feedback on the services.	Survey students who are parents, outlining services which are available to them and asking what other services they would like available to them.	Feedback received from students and a strategy devised to put in place appropriate services. Results of survey publicised to student group.		Student Parents Rep/AWARE Co-ordinator
Communication	Increase the support	Ensure that information in	Accurate information	£100 for	Student Rep and

Aim	Objective	Action	Success Measures	Budget	Responsibility
	material available to Student Parents.	Freshers handbook and on Bathstudent.com is kept up to date,	given to student parents via bathstudent and AWARE staff and volunteers.	information sources	AWARE Co-Ordinator.

UNIVERSITY OF BATH STUDENTS' UNION
Student Support Executive
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Reputation/PR	Raise awareness of student support groups and joint activities.	Produce joint leaflet on all student support groups for distribution in Freshers week. Ensure that all group activities are advertised in Impact and on Bathstudent.com	Publication produced and distributed for Freshers week. 2 items per semester in Impact and on Bathstudent.com.	£100	Exec/Academic and Welfare Sabb
Reputation/PR Engagement	Provide means of recognising those students who are members of the student	Purchase of uniforms and designating weeks when the uniforms will be worn around the university in	Uniforms worn on a regular basis, student body are able to approach members of	£150	Executive

Aim	Objective	Action	Success Measures	Budget	Responsibility
	support executive.	order to raise awareness of groups.	the executive.		
Student Engagement	Members of exec. To meet regularly to discuss and plan joint ventures and student issues.	Members of exec will meet regularly, as a group, with the sabbatical to discuss issues and activities of groups.	Regular meetings will be held and sabb and all exec members will be informed of all issues and activities of group. Sabbatical will take any issues to SU Executive meetings.		Exec/Academic & Welfare Sabb/& AWARE Co-ordinator.

UNIVERSITY OF BATH STUDENTS' UNION
PostGraduate Association
18 month Operating Plan
2007/2008

Specific Objectives

Aim	Objective	Action	Success Measures	Budget	Responsibility
Representation and Student Development	Build on the success of the Research conference held for all Postgraduate students at the University of Bath, in the previous two years.	Research, plan, advertise and organise the postgraduate conference.	Conference is held at University of Bath, with more than 200 postgraduate students attending, 80 posters presented and 20 oral presentations by students.	Roberts Fund via Graduate Studies Committee Advertising £150	Conference Rep/Sabbatical/AWARE Co-ordinator in conjunction with the PGA Committee
PR/Communication	Raise the profile of the Postgraduate association via newsletter, departmental inductions, closer links with the Graduate office, International . Ensure that PGA website is up to date and relevant.	To produce two newsletter per semester, containing information re postgraduate issues and social activities. Regular contact with Graduate and International office to promote awareness of the PGA. Regular review and updating of	2 newsletter will be produced per semester, with relevant articles contributed by postgraduate students. Greater involvement of international students in the PGA. Website	£500	Chair and Publicity officer of Postgraduate Association/AWARE Co-ordinator

Aim	Objective	Action	Success Measures	Budget	Responsibility
		information of the website.	will be visited regularly by Postgraduates.		
Diversity /PR/Communication	Engage both International and home Potgrad students at the start of their time at University of Bath.	Work with the Graduate office and the International office to produce one integrated social event during Freshers week.	Event takes place, 700 postgraduate students sign up to the PGA website.	Advertising £50	Chair, Publicity officer and Social officer of the Postgrad Exec./AWARE Co-ordinator
PR/Communication	Liase with the Graduate and International office to Produce a PGA section within the Postgraduate handbook..	Review the contents of the current Postgraduate handbook and look to combine relevant information with existing Graduate office handbook.	Graduate handbook available in all departments and at the integrated Freshers event.		Postgrad Chair
Communication	Hold a minimum of 2 social events for Postgraduate each semester.	Research appropriate activities, plan and publicise activities.	2 social events per semester are held and are well attended.	£50	Social and Publicity Officers of the Postgrad Association.
Health & Safety	All social activities will take place in a safe environment.	Training on health & safety will be undertaken by Postgraduate Committee	Risk Assessment will take place for each social event.	Staff costs	Postgraduate Chair /AWARE Co-ordinator.
PR/Communication	Publicise relevant postgraduate issues and social events in Impact and on URB	Information items prepared and submitted to Impact and URB	Two information items per semester in Impact and on URB.		Chair/Publicity Officer/AWARE Co-ordinator
	Increase number of	Publicise roles of PGA	Active and committed		Chair/ Publicity

Aim	Objective	Action	Success Measures	Budget	Responsibility
	nominations for posts on PGA.	Committee, in Impact, Postgrad newsletter, University homepage, Graduate and International office and Bathstudent.	PGA committee		Officer/Sabbatical