**SOUTHPORT UNIVERSITY EXTENSION SOCIETY**

**Action Plan 2022-2023 - Review August 2023**

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| **Aspect** | **Lead** | **Objectives** | **Success Criteria** | **Achieved** |
| **Strategy** | **AP** | 1. Standardise SUES operations  2. Agree the future direction of SUES  3. Set a strategic direction for SUES  4. Up-date university extensionism  5. Complete SUES independence | 1. SUES logo/strapline created and used  2. Committee Away Day enabled  3. SUES Action Plan created  4. Vision/Mission statements published  5. All necessary SUES policies in place | ✔  ✔  ✔  ✔ |
| **Finance** | **PF** | 1. Re-set Treasurer arrangements  2. Modernise SUES systems  3. Provide a long-term oversight  4. Improve accounting procedures  5. Set up finance oversight | 1. Signatories change in place  2. Secure on-line banking and debit card  3. Produce an annual year-end forecast  4. End of year arrangements re-organised  5. Accounts auditing arrangements set up | ✔  ✔  ✔  ✔  ✔ |
| **Programme** | **RM** | 1. Increase standard programme  2. Enhance course offer  3. Introduce quality improvement  4. Increase university contributions  5. Improve committee reporting | 1. Increase to six lectures achieved  2. Three full SUES courses operated  3. New evaluation system in place  4. PhD students’ involvement begun  5. Committee note only now on website | ✔  ✔      ✔ |
| **Event Management** | **ALL** | 1. Increase event independence  2. Improve audio quality of meetings  3. Ensure smooth ‘eventing’  4. Improve speaker engagement  5. Match event resources to need | 1. All Saints key holding secured  2. Portable speaker system in place  3. Event guidance documents up-dated  4. Standardised speaker form being used  5 An event resource inventory in place | ✔  ✔  ✔  ✔   |
| **Membership** | **RF** | 1. Ensure continuity arrangements  2. Modernise enrolment systems  3. Attendance data analysed  4. Improve SUES community reach  5. Barriers to participation identified | 1. Shadow systems/personnel in place  2. Cash and cheques phased out  3. Analysis feeds into actioning  4. Membership numbers increased  5. Questionnaire used and analysed | ✔    ✔  ✔   |
| **Links** | **MB/MO** | 1. Further community involvement  2. Extend university involvement  3. Secure direct university links  4. Take up the use of university offer  5. Understand university outreaching | 1. Partner organisations contacted  2. Links to local universities firmed up  3. SUES committee augmented  4. University presentations secured  5. Paper on outreach systems produced | ✔     |
| **Publicity** | **MO/MB** | 1. Formalise SUES message and offer  2. Improve SUES advertising  3. Standardise SUES presentations  4. New UES presentation finalised  5. Spreading the UES message | 1. SUES programme handouts produced  2. Posters displayed in new places  3. Two SUES banners produced  4. The UES Presentation is delivered  5. SUE Movement anniversary planned | ✔  ✔    ✔   |
| **FORUM** | **RM/AP** | 1. Ensure continuity arrangements  2. Increase the variety of articles  3. Improve members’ involvement  4. Extend the reach of FORUM  5. Standardise SUES communications | 1. Shadow systems/personnel in place  2. FORUM produced with regularity  3. Contributions from members increased  4. Half-yearly members’ review introduced  5. Non-members’ access enabled | ✔  ✔    ✔   |

✔= completed

= addressed