**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 operations2. Agree the future direction of SUES3. Set a strategic direction for SUES4. Up-date university extensionism5. Complete SUES independence | 1. SUES logo/strapline created and used2. Committee Away Day enabled3. SUES Action Plan created 4. Vision/Mission statements published5. All necessary SUES policies in place | ✔✔✔✔ |
| **Finance** | **PF** | 1. Re-set Treasurer arrangements2. Modernise SUES systems3. Provide a long-term oversight4. Improve accounting procedures5. Set up finance oversight | 1. Signatories change in place2. Secure on-line banking and debit card3. Produce an annual year-end forecast4. End of year arrangements re-organised5. Accounts auditing arrangements set up | ✔✔✔✔✔ |
| **Programme** | **RM** | 1. Increase standard programme2. Enhance course offer3. Introduce quality improvement4. Increase university contributions5. Improve committee reporting | 1. Increase to six lectures achieved2. Three full SUES courses operated3. New evaluation system in place4. PhD students’ involvement begun5. Committee note only now on website | ✔✔✔ |
| **Event Management** | **ALL** | 1. Increase event independence2. Improve audio quality of meetings3. Ensure smooth ‘eventing’4. Improve speaker engagement5. Match event resources to need | 1. All Saints key holding secured 2. Portable speaker system in place3. Event guidance documents up-dated4. Standardised speaker form being used5 An event resource inventory in place | ✔✔✔✔ |
| **Membership** | **RF** | 1. Ensure continuity arrangements2. Modernise enrolment systems3. Attendance data analysed4. Improve SUES community reach5. Barriers to participation identified | 1. Shadow systems/personnel in place2. Cash and cheques phased out3. Analysis feeds into actioning4. Membership numbers increased5. Questionnaire used and analysed | ✔✔✔ |
| **Links** | **MB/MO** | 1. Further community involvement2. Extend university involvement3. Secure direct university links4. Take up the use of university offer5. Understand university outreaching | 1. Partner organisations contacted2. Links to local universities firmed up3. SUES committee augmented4. University presentations secured5. Paper on outreach systems produced | ✔ |
| **Publicity** | **MO/MB** | 1. Formalise SUES message and offer2. Improve SUES advertising3. Standardise SUES presentations4. New UES presentation finalised5. Spreading the UES message | 1. SUES programme handouts produced2. Posters displayed in new places3. Two SUES banners produced4. The UES Presentation is delivered5. SUE Movement anniversary planned | ✔✔✔ |
| **FORUM** | **RM/AP** | 1. Ensure continuity arrangements2. Increase the variety of articles3. Improve members’ involvement4. Extend the reach of FORUM5. Standardise SUES communications | 1. Shadow systems/personnel in place2. FORUM produced with regularity3. Contributions from members increased4. Half-yearly members’ review introduced5. Non-members’ access enabled  | ✔✔✔ |

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