



## Staff Development Group

Officers' Meeting, 13<sup>th</sup> August 2020

### Outline Agenda

1. Welcome & Apologies
2. [Review of Terms of Reference](#)
3. Documenting Expectations of Institutional Reps
4. Group Officer Job Descriptions
  - a. Review & Update Existing Ones
    - i. [Chair](#)
    - ii. [Admin Officer](#)
    - iii. [Evaluation Officer](#)
  - b. Outline Vice Chair Description
5. 20/21 Programme Update
6. AOB