



**Council of Military Education Committees  
of the Universities of the United Kingdom**

**Executive Committee Meeting**

**to be held on Thursday 16<sup>th</sup> February 2023 from 1105hrs to 1355hrs via  
Microsoft Teams**

**Agenda**

Apologies for absence should be sent to the COMEC Secretary Jason Norris at [secretary@comec.org.uk](mailto:secretary@comec.org.uk)

**1. Introductions**

**2. Apologies**

- To Receive: Apologies for absence.

**3. Minutes**

- To Confirm: The Minutes of the Executive meeting held on 24<sup>th</sup> November 2022 (COMEC\_Exec\_2023\_02\_A1)

**4. Matters Arising**

- To Consider: Any matters or action points arising (COMEC\_Exec\_2023\_02\_A2)

**5. Chairman's Report**

- To Receive: An Executive Summary from the Chairman (COMEC\_Exec\_2023\_02\_B – to follow)

**6. Treasurer's Report**

- To Receive: An Executive Summary from the Treasurer (COMEC\_Exec\_2023\_02\_C)

**7. Reports from the Service Staff Officers**

- To Receive: An Executive Summary from each of the Service Staff Officers:
  - a. Royal Navy (COMEC\_Exec\_2023\_02\_D1)
  - b. Army (COMEC\_Exec\_2023\_02\_D2)
  - c. Royal Air Force (COMEC\_Exec\_2023\_02\_D3)
  - d. Defence People (COMEC\_Exec\_2023\_02\_D4)

**8. COMEC Constitution**

- To Consider: Revised Constitution draft (COMEC\_Exec\_2023\_02\_E)
- To Receive: Feedback from the COMEC/MEC Forum regarding the COMEC Constitution and next steps.

**9. Conference**

- To Receive: An update on the 2023 Conference

**10. COMEC President**

- To Consider: An update from the Chairman

**11. Membership of the Executive**

- To Receive: An update from the Secretary on upcoming vacancies.

**12. Any Other Business:**

- To Consider: Any other business at the discretion of the Chairman.

**13. Dates and Venues of Future Meetings:**

- To Consider: The dates and venues of future meetings subject to pandemic restrictions:
  - Thursday 18<sup>th</sup> May 2023 (ULOTC, London)
  - 6-8 September 2023 AGM & Conference (Royal Navy, BRNC Dartmouth)
  - Thursday 23<sup>rd</sup> November 2023 (ULOTC, London)
  - Thursday 22<sup>nd</sup> February 2023 (Virtual Microsoft Teams Meeting)