



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

Executive Committee Meeting

**to be held on Wednesday 6th September 2023 from 1230hrs to 1530hrs at the
Britannia Royal Naval College, South Devon AONB, College Way, Dartmouth
TQ6 0HJ**

Agenda

Apologies for absence should be sent to the COMEC Secretary Jason Norris at 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 18th May 2023 (COMEC_Exec_2023_09_A1)

4. Matters Arising

- To Consider: Any matters or action points arising (COMEC_Exec_2023_09_A2)

5. Chairman's Report

- To Receive: An Executive Summary from the Chairman (COMEC_Exec_2023_09_B)

6. Treasurer's Report

- To Receive: An Executive Summary from the Treasurer (COMEC_Exec_2023_09_C)

7. Reports from the Service Staff Officers

- To Receive: An verbal update from each of the Service Staff Officers:
 - a. Royal Navy (COMEC_Exec_2023_09_D1)
 - b. Army (COMEC_Exec_2023_09_D2)
 - c. Royal Air Force
 - d. Defence People

8. COMEC Prize

- To Report: The COMEC Prize Winner 2022-23 is SUO Kaycee Jacka of Wales UOTC. Highly commended are CUO Lulu Willet of London UOTC, PO Emma Lloyd from London UAS, A/Mid Elizabeth Ashall from Glasgow and Strathclyde URNU.

9. COMEC President

- To Receive: An update from the Chairman

10. Nominations to the Executive Committee

- To Consider: Student representation at COMEC Executive meetings including dates, venues, meeting format, financials and induction.
- To Note: There are three vacancies on the Executive occasioned by the completion of term of office for Dr Ross Hall (not eligible for re-election), and two vacancies carried over from the last AGM.
- To Note: Nominations have been received by the due date in respect of the following:

Executive Committee Member

- o Professor David Dunn (West Midlands MEC; COMEC_Exec_2023_09_E1)
- o Dr Amos Haniff (Edinburgh MEC; COMEC_Exec_2023_09_E2)
- o Dr Andrew MacLaren (Edinburgh MEC; COMEC_Exec_2023_09_E3)

- There being three nominations received by the due date for the three vacancies, Professor David Dunn, Dr Amos Haniff and Dr Andrew MacLaren are to be ratified by the AGM.

11. COMEC Constitution & MEC Terms of Reference:

- To Receive: The final draft COMEC Constitution (COMEC_Exec_2023_09_F1) for AGM Approval
- To Receive: Terms of Reference for MECs for AGM Approval (COMEC_Exec_2023_09_F2)
- To Receive: A report from the Constitution sub-committee

12. Conference

- To Receive: An update from the Vice-Chair on planning for the COMEC AGM & Conference at BRNC. (COMEC_Exec_2023_09_G)

13. Any Other Business:

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

14. Dates and Venues of Future Meetings:

- To Consider: The dates and venues of future meetings:
 - Thursday 23rd November 2023 (ULOTC, London)
 - Thursday 22nd February 2024 (Virtual Microsoft Teams Meeting)
 - Thursday 16th May 2024 (ULOTC, London)
 - September 2024 AGM & Conference (Royal Air Force)