

BRADFORD OPTHALMIC OPTICS STUDENT ASSOCIATION

MEETING MINUTES- 01/11/2018 12:30-1:30pm

**CALL TO ORDER**

Umayr Zahid called to order the BOOSA meeting at 12:30 on the 1st November 2018. Training for new BOOSA team.

**ROLL CALL**

The following people from the committee were present; Umayr Zahid (President), Asmaa Patel (Secretary), Mohammed Momoniat (Vice President) and Haneen Amer (Public relations officer)

**APPROVAL OF MINUTES FROM LAST MEETING**

Asmaa Patel read the minutes from the last meeting and approved them as read.

**OPEN ISSUES**

Training to new elected executives

**Role of President •**

Umayr Zahid (current President) discussed the roles of being the BOOSA president (BOOSA president for 2018/2019).

This included: ¬ Contact details for the talks ¬ Weekly meetings that would be led by the him ¬ Organising events such as the Eyeball and socials •

**Mohammed Momoniat (current Vice President**) discussed the roles of being the BOOSA Vice President such as ; ¬ overseeing the tasks being done by the President ¬ monitoring all finance and social media accounts ¬ stepping in for the President when needed.

**Asmaa Patel (current secretary)** discussed the roles of being the secretary of BOOSA such as; ¬ The buddy system ¬ Recording minutes from each meetings ¬ Updating the BOOSA website and BOOSA Facebook page. •

**Haneen Amer (Public Relations Officer)** ¬ Making orders for pizza and drinks prior to socials and collecting them. ¬ Organising Christmas meals and Eye Ball after Party

**VI. ADJOURNMENT**

Umayr Zahid adjourned the meeting at 1:30 minutes submitted by: Asmaa Patel Minutes approved by: Mohammed momoniat and Haneen Amer