

## Item 7: Hon Sec Report

### A Elections to UCML Exec

This report covers the two months since the AGM at the Plenary of 17 January 2020. The main secretarial business, apart from minutes etc., has been the elections of two new Exec & Steering Group members.

These are: two Officer roles, which will be taken up from 31 March 2020:

role	current Exec/Steering Group member
Hon Secretary	Naomi SEGAL
VC Communications	Ana de MEDEIROS

An immediate appointment was made to the VC Comms role: Prof Emma Cayley of Leeds University. Following a vote between two candidates for the Hon Sec role, Dr Marcela Cazzoli of Durham University was elected, also to begin on 31 March.

The following roles, with terms coming to an end on 31 July 2020, will be advertised by the new Hon. Sec. in early April, to close in early May 2020; if an election is required, it will close early June with a start-date of 31 July 2020.

role	current Exec member
Institution-wide Language Teaching	Caroline CAMPBELL
Northern Ireland	Sarah BOWSKILL

### B Other appointment

We are sorry to lose our Administrative Assistant, Claire St John Eve, who has been an invaluable web manager, record-keeper and finance assistant for the last three years. I assisted the Chair in interviewing the five candidates for this role, and am happy to announce that our new Administrative Assistant (starting 1 March) is James Illingworth of the University of Leicester, who is also with us today.

### C Upcoming meetings

Summer Plenary & AGM

10 July 2020

tbc

This will be my last Steering Group meeting as Hon. Secretary, a role I have played since 2016 (following five years as VC Research). It has been an honour to serve UCML for nine years, under four different Chairs, and a pleasure to see it prosper and grow through good times and bad. I look forward to its continued activity and strength in this new decade, and to see UK HE modern languages thrive under its energetic leadership.

Naomi Segal, 23 March 2020