



### **Roles and Responsibilities of Representatives**

#### **Course/PhD Representatives**

1. Course/PhD Reps represent their fellow students from the particular course/department they come from.
2. There should be a ratio of 1:30 – 1 Class/PhD Rep for every 30 students.
3. Course/PhD Reps will communicate weekly with their School Rep as to any issues that may be encountered, or as to any events happening on campus, including GSU events, that need promotion amongst the student body.
4. Course/PhD Reps will meet once a month with their School Representative reporting back any concerns or issues faced.
5. Course/PhD Reps will receive training from the GSU, GSU Merchandise and also be obliged to attend GSU Council (Minimum of 3 per year but likely to not be more than 5 total).
6. Course/PhD Reps can expect to spend approximately 90 mins of work a week dedicated to their duties as Course/PhD Rep.
7. Course/PhD Reps should communicate regularly with the course coordinators regards providing feedback and suggestions of ways the programme can develop further.
8. Course/PhD Reps must attend meetings with college bodies as required by college.

#### **School Representatives**

1. School Reps represent the students from their respective schools.
2. School Reps shall have weekly communication with the Course/PhD Reps from their respective schools.
3. School Reps must call a monthly meeting with the Course/PhD Reps from their respective schools to discuss issues raised by Course/PhD Reps.
4. The School Reps will be the recipient of information coming from the executive committee and shall circulate this information to the Course/PhD Reps whom then circulates to the students in their class. This will include information such as minutes from Executive Committee, upcoming GSU events, and also communicating the various programmes the GSU and indeed the college have on offer for the Postgraduate Community.
5. School Reps can expect to spend approximately 2 hours of work a week dedicated to their duties as School Rep.
6. School Reps shall attend a monthly meeting with the Faculty Officer and Faculty Representative representing their faculty and provide feedback to this officer and representative which will subsequently be brought by both individuals to the Executive Committee of the GSU. This meeting shall be called by the Faculty Officer and Faculty Representative.
7. School Reps should communicate regularly with their school administrators and coordinators providing feedback where appropriate and should sit on academic unit committees as needed by the particular school.