
Job Title Representation Officer

Team PGSA Executive

Key Relationships

PGSA: President, Vice President (Community), Vice President (Advocacy), Executive Assistant, Treasurer

Role Purpose

The role of the Representation Officer is to organise and oversee all PGSA Committee Representatives and Faculty Delegates. The Representation officer is responsible for maintaining an effective network of committee representatives for postgraduate students and keeping the rest of the PGSA Executive apprised of any issues which may come to light through the committee meetings.

Key responsibilities	Deliverables/outcomes
Committee Representatives management	<ul style="list-style-type: none">• Recruit representatives from the PGSA Executive and general membership• Act as first point of contact with committee representatives• Communicate with committee representatives via Teams and email• Organise and chair meetings and social events for committee representatives
Relationship management with committee convenors	<ul style="list-style-type: none">• Maintain awareness of the full range of committees at faculty level and above• Proactively communicate with the convenors of the committees at faculty level and above
Relationship management with VUWSA	<ul style="list-style-type: none">• Meet with and maintain regular contact with VUWSA's Student Representation Co-ordinator• Represent the PGSA on VUWSA's Student Academic Committee