

# Student Rep Chair / Co-Chair Role Description

## Overview

A Student Rep Chair is responsible for carrying out the Chairing duties of their Staff Student Committee (SSC). A Student Rep Co-Chair will carry out the same meeting duties as a Student Rep Chair but will share these duties with a Staff Co-Chair instead, usually the Staff Liaison Contact (SLC).

A Student Rep Chair / Co-Chair is also responsible for supporting the other Student Reps in their SSC in order to help them carry out their role as effectively as possible.

In addition to these responsibilities, a Student Rep Chair / Co-Chair will continue to carry out their Student Rep duties (see *Student Rep Role Description*).

All Student Rep Chairs / Co-Chairs should refer to the *SSC Standard Terms of Reference* document for more information about how SSC meetings are run and what happens to the information discussed in them.

## Key Tasks

Responsibilities for the Staff Student Committee:

1. To Chair the Staff Student Committee meetings (Co-Chairs will Chair alternate meetings) which involves carrying out the following duties:
  - a) Working with the SSC Secretary (Student Rep or Staff member) and / or other committee members to put together an agenda for each SSC meeting. An agenda is a list of the issues that members of the committee want to discuss at the meeting.
  - b) Gaining a basic understanding of all the agenda items prior to the meeting (through discussion with committee members if necessary).
  - c) Leading and directing the meeting.
2. To work in collaboration with the Staff Liaison Contact (SLC) to oversee the operation of their Staff Student Committee. This may involve planning SSC meeting dates and suggesting the most appropriate ways to run SSC meetings.
3. For issues not resolved within SSC meetings or through additional work undertaken outside of SSC meetings (but still within the School), the SLC should submit a report outlining the relevant matters of concern to the relevant College level committee. The Student Rep Chair/Co-Chair should be involved in agreeing the content of this report before it is submitted to the relevant Committee.
4. Ensure that the following items are discussed at the SSC at least once per year:
  - a) The SSC Annual Report (*An SSC meeting during the summer term should be used to discuss and agree the content of the SSC Annual Report unless an alternative means of agreeing the report is determined by the SSC*). All members of the SSC should be involved in writing the Annual Report.
  - b) Section A of the External Examiner reports relevant to the student body represented by the SSC (*Undergraduate and Postgraduate Taught SSCs only*).
  - c) The subject specific report of NSS results (available from [www.unistats.direct.gov.uk](http://www.unistats.direct.gov.uk)) and the School's NSS action plan (*Undergraduate SSCs only*). The PTES and PRES should also be considered by Postgraduate Taught and Postgraduate Researcher SSCs.
  - d) A summary of the outcomes of the annual programme review (*Undergraduate and Postgraduate Taught SSCs*) or postgraduate research annual review (*Postgraduate Research SSCs*) process.
5. To be a main point of contact for the SLC and other University staff members in their School regarding Student Rep System issues.

#### Responsibilities for other Student Reps:

6. To disseminate any information from the SLC or Student Voice at the Guild of Students to the Student Reps in their SSC. SLCs may, for example, provide follow-up information on an issue discussed at an SSC meeting or wish to ask Students Reps to consult their constituency on a particular issue. Student Voice may, for example, provide information on developments in Higher Education, relevant campaigns that they Guild are engaged in, or reminders about Student Rep training or forums.
7. To maintain regular contact with the Student Reps in their SSC and to keep up to date with the issues they are working to resolve on behalf of their constituency.
8. To be a point of contact for the Student Reps in their SSC if they are experiencing any difficulties in their role, and to refer any Student Reps who are having ongoing difficulties in their role to the SLC or Student Voice at the Guild of Students.

#### Other Responsibilities:

9. To attend Student Rep Forums in order to provide feedback to the Guild of Students about any changes they have achieved through the Student Rep System, and to receive support with any challenges they are facing in their role.

#### Election

A Student Rep Chair / Co-Chair must already be a Student Rep. Student Rep Chairs / Co-Chairs are elected into their role by the Student Reps in their Staff Student Committee.

#### Training

All Student Rep Chairs / Co-Chairs are required to complete a face to face training session at the Guild of Students.