

# Student Rep Secretary Role Description

## Overview

A Student Rep Secretary is responsible for carrying out the administration duties of Staff Student Committee meetings. In addition to these responsibilities, a Student Rep Secretary will continue to carry out their Student Rep duties (see *Student Rep Role Description*).

Please note that the role of SSC Secretary does not have to be carried out by a Student Rep. Alternatively, a member of staff can carry out this role.

All Student Rep Secretaries 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

Before each SSC meeting:

1. To notify Staff Student Committee (SSC) members of all the SSC meetings dates, times and locations. Meeting dates are to be arranged by the SLC and Student Rep Chair/Co-Chair. (A Student Rep Secretary may also be required to book a room for each SSC meeting, but it may be simpler for a member of University staff to do this instead. Student Rep Secretaries should discuss this with their SLC).
2. To work with the Student Rep Chair, or the Student Rep Co-Chair and Staff Co-Chair, 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.
3. To circulate to all SSC members any papers to be discussed at the upcoming meeting, a copy of the agenda, and the minutes of the previous meeting. It is best to do this approximately one week before the SSC meeting to give SSC members the time to read the papers and prepare for the meeting.

During each SSC meeting:

4. To take minutes at the meeting, ensuring that the following information is recorded:
  - i. a summary of all agenda items and issues discussed
  - ii. the details of any decisions made
  - iii. the details of any actions agreed with the name of the person(s) responsible for carrying them out and a timescale for when the actions will be completed.

After each SSC meeting:

5. To write up the minutes of the SSC meeting as soon as possible (within one week). Student Rep Secretaries should ask their SLC/School support staff if a template document for writing minutes is available.
6. To email the minutes to the SLC and Student Rep Chair/Co-Chair for approval.
7. To circulate the minutes to all SSC members after they have been approved by the SLC and Student Rep Chair/Co-Chair.

## Recruitment

A Student Rep Secretary should be *chosen* by the members of the Staff Student Committee (if a Student Rep undertakes the role of Secretary). A Student Rep Secretary must already be a Student Rep.

## Training

The Guild of Students can deliver a short training session to Student Rep Secretaries if required.