



## **Departmental Rep Role Description**

This document sets out the requirements of students appointed to the role of Departmental Rep. In return for meeting these requirements, Departmental Reps will receive a payment of £150 at the end of trimester 1 and a second payment of £150 at the end of trimester 2.

The role of the Departmental Rep is to represent the views of students within their School at meetings of the School Board and other committees as appropriate. The Department Rep also has a responsibility to gather student feedback before meetings and to report back to the Students' Association throughout the year.

### **Responsibilities:**

- Attendance at School Board meetings (approximately two per trimester)
- Attendance at other School meetings as required
- Attendance at Caledonian Student Voice (two per trimester)
- Attendance at Students' Association's Student Action Group for Engagement (SAGE) committee meetings (two per trimester)
- Written reports submitted to Student Voice (one in trimester 1 and one in trimester 2). Reports should include details of how these responsibilities are being met.
- Meetings and email communications with Class Representatives from School (at least one meeting per trimester)
- Attendance at the Student Rep Gathering (one in trimester 1 and one in trimester 2)

The Students' Association recognises that your studies must come first and as such if you are unable to attend any of the required meetings then this is acceptable so long as apologies are submitted in advance. Failure to submit apologies in advance will be viewed as a non-attendance of a meeting. If your timetable is such that you are missing a significant number of meetings then this should be discussed with the designated member of Students' Association staff supporting the Department Rep role as it may be possible to arrange for substitutes or reorganise some meeting dates.

The term of office for Department Reps will run from when they are appointed until the end of the Trimester B Inter-Trimester Break.