



## School Officer Role Description

This document sets out the requirements of students appointed to the role of School Officer. In return for meeting these requirements, School Officers 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 School Officer is to represent the views of students within their School at meetings of the School Board and other committees as appropriate. The School Officer 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 Education Committee (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 School Officer role as it may be possible to arrange for substitutes or reorganise some meeting dates.

The term of office for School Officers will run from when they are appointed until the third Monday in June.