

## Course Representative Role Description

### As a Course Representative you are expected to:

- Attend the induction training session and take advantage of all training opportunities.
- Publicise themselves and their role to their course peers
- Attend Course Committee meetings (or equivalent).
- Consult with peers to determine whether there are issues that you should raise at Course Committee (or equivalent).
- Represent your peers to staff within your course in Staff/Student Committees (or equivalent).
- Commit around 2 hours a week to Course Rep activities (**Sabb TBD**)
- Keep in regular contact with your School Rep and students, update them about any issues you are campaigning on and keep them well informed.
- Keep in contact with the Vice President Education and Student Voice Coordinator at the Students' Union.
- Remain active within the Academic Representative SoL site.
- Inform the secretary of anything you want on the agenda prior to the meeting and offer your apologies if you cannot attend.

### The Students' Union is expected to:

- Provide initial training to help you be an effective Course Rep, alongside additional training opportunities throughout the year
- Organise networking events for you to meet your fellow Course Reps and School Reps
- Provide resources to help you undertake your role
- Hold events or meetings with Reps throughout the year to ensure lines of communication are maintained between Officers and the University
- Be on hand to help you out with anything related to your experience as a Course Rep, so feel free to pop in and ask whenever you need it
- Use Reps' input to report or provide feedback to officers to take further
- Operate an open door policy for advice and support from the Education Officer and Student Involvement team.

### The University is expected to:

- Provide information about meetings, dates/ times and venues well in advance
- Provide documentation when relevant, such as agenda and minutes for your meetings (which you have a right to)
- Recommend appropriate members of staff to refer student issues to
- Consider all feedback presented by Reps
- Act on feedback where appropriate
- Provide opportunities for development in consultation with the Students' Union