



Role Description

PG Executive Representative 2017/18

Contacts	School President	yourunion.net/schoolpresidents	
	PG Academic Convenor	Ashley Clayton	pgconven@doed@
	Director of Education	Alice Foulis	

Role The PG Exec rep is elected from among the PG reps in each School in week 3. **In addition to the tasks outlined in the PG Rep’s role description**, the PG Exec rep attends the PG Exec Forum three times a year, chaired by the PG Convenor and attended by the Deans and the Proctor to discuss University-wide issues. In order to effectively represent the other PG representatives (both taught and research) in their School, they will discuss the agenda and any other issues of concern with them before the Forum, relay their feedback in the meeting, and communicate the outcomes to them afterward.

Responsibilities

Training

- Sign up for and attend mandatory PG Rep training

Communication

- Introduce yourself and explain the role of PG Exec rep to PG students in your School
- Ask your School President or PG Secretary to communicate to the student body on your behalf via email
- Distribute your email address and tell students how and why to contact you
- Reply to emails from your cohort
- Set up a Facebook group/page for to communicate with your cohort

Feedback

- Create your own ways to gather feedback (e.g. surveys, questionnaires, Google Forms) or use existing processes for gathering the opinion of PG students at a School level
- Present feedback during PG Exec Forums or to relevant staff

Meetings

- Attend PG Exec Forums twice a year. Send apologies when not available to attend, and arrange for another PG Rep to be present
- Before PG Exec Forum: Conflate feedback into clear points and add these to the agenda of the meeting. Read agenda and prepare for the meeting
- After PG Exec Forum: Summarise results and communicate these to your cohort
- Attend the PG Exec check in meetings at the beginning of semester two and at the end of the academic year
- Attend any other meeting required by your School or the Students’ Association