

## Senate Representative

This opportunity profile is designed to give you an idea of what your role as Senate Representative will involve. It highlights the commitments, skills and benefits you can expect from taking up that role.

**Role:** Senate Representative

**Department:** Voice Team (within the Students' Union)

### Duties and Responsibilities:

- ★ Attend and represent all students at Senate.
- ★ Attend a briefing and debriefing with The SU prior to and after each meeting of Senate.
- ★ Attend Academic Executive and feedback after each Senate meeting.
- ★ Liaise with SU Officers and Faculty Representatives as appropriate on academic issues.
- ★ Support the running of academic campaigns.
- ★ Attend the Academic Rep Conference.
- ★ Attend Academic Exec training.

### Time Commitment:

- ★ Attend the Academic Rep Conference.
- ★ Academic Exec = 1 hour every 2 weeks (term-time only), plus time for liaising on agenda items and reading and approving minutes.
- ★ 2 hours every 2 months (for Senate).
- ★ 1 hour prior to and after Senate meetings to attend briefing/debriefing for all attendees.
- ★ Liaison meetings with Academic Exec members, SU Education Officer, SU Postgraduate Officer and other SU Elected Officers as well as relevant SU staff.

### Supported by:

SU Education Officer, Academic Representation Co-ordinator, Engagement Manager, SU Postgraduate Officer.

### Benefits:

- ★ Training enhances CV
- ★ Enhances employability
- ★ Represent the interests of a large group at a high-level decision-making body
- ★ Work with a diverse group of colleagues
- ★ Develop a depth of understanding of HE issues
- ★ Develop the confidence and skills to achieve your goals.

### Opportunity:

- ★ The Senate Representative sits on Senate (the most senior academic University committee), alongside SU Officers, with the aim of seeking to positively uphold and implement the aims and objectives of The SU.
- ★ The Senate Representative is elected from the student body and will sit on the Academic Executive.

**Skills Gained:**

Participating in this opportunity will enable you to develop and practice the following skills (marked ✓)

Written Communication	✓	Teamwork	✓	Financial Management	
Verbal Communication	✓	Time Management	✓	I.T.	✓
Delegation		People Management	✓	Organisation/ Planning	✓
Decision Making	✓	Negotiation	✓	Marketing	

**Others (as specified below):**

Meeting skills, paper management, structural knowledge

**Training and support:**

Academic Representative training, ongoing support from Department and the Students' Union.

**For further info contact:**

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