

PGA Executive

Publicity Rep

Description:

The Events Representative is responsible for organising and co-ordinating social, networking, and training events and activities for postgraduate students and developing collaborations with appropriate groups.

Duties and responsibilities:

- Attend PGA Executive Committee meetings.
- Report to the PGA Executive Committee and ensure full support for and feasibility of events.
- Plan and promote a range of social and other events that are engaging and relevant for postgraduates, with 12 events per year minimum.
- Costing event expenses and planning within the annual PGA social budget.
- Key role in the planning and development of the PG Ball in June.
- Maintain and promote a list of any events (including externally organised ones) of interest and relevance to postgraduates.
- Work as part of the PGA Executive as a team member to help deliver PGA events and campaigns.

Time Commitment:

One academic year minimum.

- 1 hour per month for the PGA Executive Committee.
- 3 hours per month event planning.
- 1 hour attending SU Events Committee as appropriate for financial approval for large-scale events.
- Appropriate time for liaising with Student Officers, PGA Executive members, University and external contacts as appropriate.

Supported by:

Postgraduate Officer (Student Officer)
Postgraduate Coordinator

Skills Gained:

Written communication	✓	Teamwork	✓	Committee work	✓
Verbal communication	✓	Event planning	✓		

For further info contact:

Tim Stoneman
Postgraduate Coordinator
Engagement Centre (Norwood House 4.18)
postgrads@bath.ac.uk
01225 385184

Website:

www.thesubath.com/pga/