# Role Descriptor

PGT Exec

Chair

As a PGT Exec Chair you are leading representatives of postgraduate taught students in The SU and the University. This involves identifying key issues and representing postgraduate taught students through campaigns, meetings, and other activities.

## Duties & Responsibilities

* **Leading and managing regular Executive Committee meetings.**
* **Collaborating with the SU Postgraduate Officer and SU staff to prepare Exec agendas and consult on subjects related to the postgraduate taught student experience.**
* **Strengthen SU events and campaigns related to postgraduate taught students.**
* **Liaising with Exec members on emerging issues to add to the Exec meeting agenda.**

# Extra Information

## Meeting Commitments & Training

**PGT Executive Committee Meeting** / 1 hour / 1 East Meeting Room (1.20)

* 11 November 2025
* 02 February 2026
* 17 March 2026
* 21 July 2026

**Pre-Meetings** / approx. 30 – 60 mins / Online or In-Person

*Schedule at least one week before an Executive Committee Meeting*

## Skills Development Opportunities

|  |  |  |
| --- | --- | --- |
| Confidence |  | Organisation/Planning |
| Decision making |  | Communication |
| Teamwork |  | People management |
| Time management |  | Problem Solving |

The SU provides additional development training for other skills you wish to develop. Please check our [Student Leader Hub](https://www.thesubath.com/student-leaders/) for more information.

## Key Contacts

**SU Postgraduate Officer /** [SUpostgrad@bath.ac.uk](mailto:SUpostgrad@bath.ac.uk)

**SU Voice Team /** [su-voice@bath.ac.uk](mailto:su-voice@bath.ac.uk)