

***Students' Union***

**ELECTIONS**

**school  
convenor**

# roles and responsibilities

## School convenors will have the responsibility of:

- Attending training provided by the Students' Union
- Attending their school's SSLC
- Attending UEA SU Education Committee to represent students in the School
- Attending UEA SU Union Council
- Supporting and working with Course Reps in their School
- Working with the school's Student Partnership Officer to set the SSLC agenda
- Co-chairing their school's SSLC meetings
- Liaising with academic society committee members within their school to encourage wider communication of school-related issues or events
- Help with promotion of Course Rep Elections
- Create blog posts per Semester to be published on the SU website

## What are the benefits of signing up:

- A robust skills training package, including public speaking, communication skills, research skills, wellbeing and anti-racism topics.
- Ongoing personal development throughout the year, including a Rep Academy programme which responds to your priorities.
- Networking opportunities, with the chance to work with our Full-time and Part-time officers on university-wide projects
- Social opportunities: The Union will host a couple of different events throughout the year including
- Accreditation, with credit towards your UEA Award and certification of your time as a Course Rep, giving you CV experience to stand out from your peers.
- The chance to progress, with a role that sets you up to become a Convenor, an Officer, or a graduate worker in the Higher Education sector

## The role of School Convenor in SSLCs:

The main role of the School Convenor is to deal with issues that need to be actioned within the school and act as a main point of contact for reps and within the SSLCs - the academic meeting/s that course reps attend. School Convenors sit in the middle of the hierarchy of the academic rep system, above Course Reps and below the Faculty Convenor.

School Convenors work with the SPO (Student Partnership Officer within their school) prior to each meeting to agree an agenda and which areas they will lead in the meeting. School Convenors should also speak to Course Reps and students in the School to gather feedback on any issues that have been raised. During the SSLCs, School Convenors will act as the co-chair of the meeting with

the Student Partnership Officer and will lead the agenda points agreed with them prior to the meeting. If student concerns or feedback is not be listened to or actioned, these can be escalated to recruited Faculty Convenors who can take this to FLTQCs (Faculty Learning, Teaching and Quality Committee).

## Understanding the Academic Rep system!

Academic Reps are in their positions from September -June are split into 3 core roles: 'Faculty Convenors', 'School Convenors' & 'Course Reps'. Each role has different level of responsibility.

**Faculty Convenors:** Faculty Level Representation and listening and overseeing the representation of School Convenors and Course reps. Taking important feedback at university level meetings Faculty Teaching and Quality Committees (FLTQC's).

**School Convenors:** Entire School Representation and listening to the views of Course Reps. Chair of Student Staff Liaison Committee's This role should liaise between course reps and Faculty Convenors.

**Course Reps:** Course Level Representation for those in your course and gathering feedback on the ground. You'll be offered robust training to gather feedback from your peers, present findings to influential University staff, all with the support of the Union and follow up on any change you create!

If you need more information about this role, or any of the other roles available, please get in contact with us at [su.elections@uea.ac.uk](mailto:su.elections@uea.ac.uk)