



**Postgraduate Community  
Elections 2022/23**

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**role descriptions**

# roles available

Welcome to the Postgraduate Community Elections 2022/23!

All the roles are about student voice - whether you are advocating for your fellow coursemates in academic meetings, speaking on behalf of Postgraduates at the SU Board, or steering the direction of Postgraduate SU in the PG Committee, being an honest and authentic representative for Postgraduates is at the heart of it.

**The following roles are available:**

- **6 Postgraduate Committee Positions (2 reserved for women and non-binary students, 2 reserved for PGRs, and 2 open spaces)**
- **1 Postgraduate Trustee**
- **4 Postgraduate Faculty Convenors**

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# Postgraduate Committee Positions

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By being a member of the Postgraduate Committee, you sit on the democratic body that supports and leads Postgraduate SU, helping to foster a bright community within the Students Union built of postgraduate students.

Postgraduate SU consists of the Postgraduate Committee, the Postgraduate Assembly (sometimes just called the Graduate Assembly), a dedicated budget just for postgrads, the Graduate Centre, an events and activities calendar, and of course, all it's incredible members - every postgraduate student is automatically one!

Together with the Postgraduate Assembly, the Committee has the opportunity to decide policy, manage the budget, plan events, manage the social and education fund, organise campaigns, and lead the direction the SU takes for postgraduate students.

# Postgraduate Committee Positions

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The Committee meets in person once a month, but there are other duties that will require your time. You will be responsible for the work that the Committee sets out to do - so how much you do is up to you!

Other duties of the Committee include reviewing applications to the Postgraduate Fund, helping out and attending PG events that you put on, and liaising with students and staff surrounding issues that arise for PGs.

Every member will also hold a voting seat at Union Council, and will help to hold the Student Officer Team to account.

The Chair of the Committee will be elected in the first meeting. Their role will be to create the agenda, start and lead the meetings, and encourage discussion!

# Postgraduate Committee Positions

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The Committee will receive training from the SU before the first meeting, this will be the week commencing 7th of November.

The PG Committee meeting dates this year are:

- 9th November 2022
- 8th December 2022
- 19th January 2023
- 16th February 2023
- 16th March 2023
- 4th May 2023
- 8th June 2023

These dates are not set in stone though, at the first meeting they will be reviewed and can be changed by the Committee.

# Postgraduate Trustee

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The Union of UEA Students is a charity and the Trustee Board has responsibility for ensuring that the SU upholds the law and follows the guidelines laid down by the Charity Commission.

The Trustees hold the SU's management to account and scrutinise the effectiveness of the SU's operations as well as reviewing newly passed SU policy.

The Board meets 6 times a year. You will need to attend these meetings – but you can join via Teams if you are away from campus. The dates of this years Trustee Board meetings are:

- 17 November 2022
- 15 December 2022
- 16 February 2023
- 21 & 22 April 2023 (strategy away days for Trustees)
- 15 June 2023
- 20 July 2023

# Postgraduate Trustee

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Trustees also have the opportunity to join one of the Board's specialised sub-committees, which focus on finance, risk and human relations.

In return for the work and commitment that you will bring to your role, you will gain invaluable hands-on experience at the top level of decision making of an organisation with an annual turnover of £2 million.

The Student Trustee role is a rare opportunity for a student to build an unusually high level of experience into their CV and one that is highly valued by prospective employers.

Student Trustee is a voluntary role. For any students coming from distance, the SU will pay travel costs and for students who are parents or carers we will pay care costs.

We give full training and mentoring to all our trustees.



# Postgraduate Trustee

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If you want to learn more about the role and what it involves, please contact Abbie (Governance & Democracy Coordinator) [atsu.voice@uea.ac.uk](mailto:atsu.voice@uea.ac.uk).

For more info on the trustee board, please go [uea.su/union/governance/thetrusteeboard/](http://uea.su/union/governance/thetrusteeboard/)

You can find out more about the role, and the power of a student trustee from page 18 of our Articles of Association found here:

[uea.su/pageassets/union/governance/constitution/Final-copy-reformattedd-articles-Nov-19.pdf](http://uea.su/pageassets/union/governance/constitution/Final-copy-reformattedd-articles-Nov-19.pdf)

# Postgraduate Faculty Convenors

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The Academic Representative programme is key in ensuring that students are included in the decision-making in regard to their education at UEA. At the SU, we run help to support students in amplifying their voice and being a part of the change that they want to see in their courses, schools, and faculties!

Academic Representatives will gather feedback, from their peers, such as issues and concerns that students are having, and pass this onto the academic staff during meetings (with the SU in attendance for support). There will be the opportunity for discussion, so staff are able to hear directly from these student representatives, and then they will hopefully go on to make change that students want!

Academic Reps are in their position from October - September, and the system is split into 3 levels; Course Representatives, School Convenors, and Faculty Convenors. This election we are recruiting for Postgraduate Faculty Convenors.

# Postgraduate Faculty Convenors

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Faculty-level representation involves representing your faculty and all the Schools within it at university level meetings called Faculty Teaching and Quality Committee (FLTQCs). These are for wider consideration and faculty-level discussions. These usually include Heads of Schools and Directors of Learning and Teaching. Some issues raised at SSLC and/or School Boards that are relevant to the whole faculty will be passed up and presented.

There are two Faculty Convenors per Faculty - 1 Undergraduate and 1 Postgraduate.

Other meetings you will be invited to join are Student Staff Liaison Committees (SSLCs) which are School-Level, to the SU sub-committee Education Committee, and also Union Council.

# Postgraduate Faculty Convenors

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All Faculty Convenors will receive bespoke training from the SU, as well as year-long support including briefings on topics, pre-meetings, campaign work, and Officer support.

This is a great opportunity to represent the collective voice of your coursemates and those in your faculty, and help to enact real, positive change in UEA! You'll develop skills in leadership, communication, negotiation, and get to network within the university. The Academic Rep Scheme is also part of the UEA Award!

For more information on the Academic Representation programme check out: [ueasu.org/education/academic-representatives/ueasu](https://ueasu.org/education/academic-representatives/ueasu)

To nominate yourself head to: [ueasu.org/postgraduate/pgvoice/](https://ueasu.org/postgraduate/pgvoice/)

**now you know all about the  
roles, head to the website to  
nominate yourself!**

**[ueasu.org/postgraduate/pgvoice](https://ueasu.org/postgraduate/pgvoice)**

**get involved, represent your  
peers, and make UEA better  
for all Postgraduates!**

**postgraduate**The logo for postgraduateSU, featuring the word 'postgraduate' in a bold, white, sans-serif font, followed by 'SU' in a bold, white, sans-serif font inside a white circle.