



Section Representative: Role Description

- Mature Students' Representative
- Part-Time Students' representative
- Student Carers' Representative
- Student Parents' Representative
- International Students' Representative
- Postgraduate Taught Representative
- Postgraduate Research Representative

This Role:

In this role you will represent one of the sections of the student body who are traditionally underrepresented in Higher Education (mature, part-time, carers, parents or international). You will represent their views to the University and to the Students' Association. As an elected representative your vote at Student Council is weighted to reflect the responsibility that you have to represent the views of your constituents.

You will take proactive steps to reach out to students at the University in order to represent their views effectively. You will work with sabbatical officers to address current issues affecting the students that you represent, developing a plan of action to implement solutions to these issues. You will provide appropriate opportunities for these students to come together in a student-led space to discuss issues that concern them and to organise projects and campaigns that will make positive changes happen.

Benefits:

Being a Section Representative is a great opportunity to develop skills in areas such as communication, public speaking, managing projects, teamwork and campaigning. You'll also expand your knowledge of issues that affect the section of students that you represent at Edinburgh and around the UK.

You will have the opportunity to take part in the Edinburgh Award for Representing Students, which recognises the excellent work that student representatives do. Both completion of the Edinburgh Award, and your active engagement with the role are recorded on your Higher Education Achievement Report (HEAR). In order for your role to be included on your HEAR you must attend initial training and ensure that you do not miss two or more meetings of Student Council.

Commitments and responsibilities:

In this role you will be expected each month to:

- Prepare for, attend and participate in Student Council meetings, representing the views of the students in your section (usually three times a semester, 2 hours)



- per meeting). In order for your role to be recognised on your HEAR you must ensure that you do not miss two or more meetings of Student Council.
- Represent the views of the students that you represent to the University and the Students' Association when appropriate (as required).
 - Lead on campaigns and projects relating to students in your section (approximately 2 hours per month).
 - Regularly consult your section of students to enable you to represent their views effectively (usually 2 hours per month).
 - Keep up-to-date with communications from the Students' Association and respond to emails in the time requested (as required).
 - Keep in touch with the sabbatical officers and staff at the Students' Association and work together to address issues affecting your section of students (as required).
 - Be an ambassador for the Students' Association and help to promote its campaigns; you may be invited to help out on a stall, promote a survey (as required and fitting with your availability, approximately 2-3 hours per semester).

We understand that you have study commitments which vary throughout the academic year. We will provide support and flexibility to make sure that your role does not conflict with these commitments.

Training and support:

- You will receive an initial welcome to your role with the Students' Association at an event held shortly after your election.
- In semester one of the new academic year, you will receive training designed to equip you with the knowledge and tools to carry out your role. You must attend this training in order for your role to be recognised on your HEAR.
- We also offer additional training sessions during the year which focus on specific skills, such as campaigning, public speaking, and more.
- You will work with the sabbatical officers who have experience and knowledge in this area.
- You will receive support from Representation and Democracy staff at the Students' Association. They can provide guidance on running campaigns, and information and advice on how to take forward projects within the University and beyond.
- There will also be the opportunity to take part in a wide variety of Students' Association events as part of your development.



Further information:

Email the Representation team (reps@eusa.ed.ac.uk) or visit the Students' Association offices in Potterrow for further information. There is also more information on the Students' Association website: <http://www.eusa.ed.ac.uk/representation/>

- Student Council: <http://www.eusa.ed.ac.uk/representation/studentrepresentation/studentcouncil/>
- Higher Education Achievement Report (HEAR): <http://www.ed.ac.uk/student-administration/order-documents/transcripts/hear>
- The Edinburgh Award: www.ed.ac.uk/EdinburghAward

Key Election Dates

Event	Date	Time
Nominations Open	14 January 2019	09:00
Nominations Close	21 February 2019	17:00
Candidate Briefing	22 February 2019	15:30 - 16:30
Candidate Briefing	25 February 2019	15:30 - 16:30
Candidate Preparation	21-28 February 2019	
Campaigning Period Opens	28 February	12:00
Campaigning Period Closes	7 March	17:00
Online Printing Deadline	4 March 2019	16:00
Voting Opens	4 March 2019	10:00
Voting Closes	7 March 2019	17:00
Results Night	8 March 2019	18:30 - 20:30
Expenses Claims Deadline	31 March 2019	23:59

Training Dates

Event	Date	Time
How to run a winning campaign - Campaign Planning Meeting Room, King's Buildings House, King's Buildings	6 February 2019	12:30 - 13:10
How to run a winning campaign - Campaign Planning Meeting Room, King's Buildings House, King's Buildings	6 February 2019	13.20 - 14:00
How to run a winning campaign - Campaign Planning Balcony Room, Teviot, George Square Campus	6 February 2019	17:00 - 17:40
How to run a winning campaign - Campaign Planning Balcony Room, Teviot, George Square Campus	6 February 2019	17:50 - 18.30



How to run a winning campaign - Manifesto Development Balcony Room, Teviot, George Square Campus	13 February 2019	12:30 - 13:10
How to run a winning campaign - Manifesto Development Balcony Room, Teviot, George Square Campus	13 February 2019	13.20 - 14:00
How to run a winning campaign - Manifesto Development Meeting Room, King's Buildings House, King's Buildings	13 February 2019	16:00 - 16:40
How to run a winning campaign - Manifesto Development Meeting Room, King's Building House, King's Buildings	13 February 2019	16:50 - 17:30
How to run a winning campaign - Promoting Your Campaign Balcony Room, Teviot, George Square Campus	15 February 2019	12:30 - 13:30
How to run a winning campaign - Promoting Your Campaign Room 3211, JCMB, King's Buildings	15 February 2019	15:00 - 16:00
How to run a winning campaign - Manifesto Development Middle Reading Room, Teviot, George Square Campus	18 February 2019	12:30 - 13:10
How to run a winning campaign - Manifesto Development Middle Reading Room, Teviot, George Square Campus	18 February 2019	13.20 - 14:00
How to run a winning campaign - Manifesto Development Room 3212, JCMB, King's Buildings	18 February 2019	16:00 - 16:40
How to run a winning campaign - Manifesto Development Room 3212, JCMB, King's Buildings	18 February 2019	16:50 - 17:30