

Activities Representative Role Description

If you're passionate about widening participation in societies, ensuring that student-led groups have the support they need to thrive, and giving students like you a voice within the Students' Association, you could be the perfect Activities Representative.

What does the role involve?

As an Activities Representative, you'll be responsible for **representing one of 14 categories of society**. You'll work closely with the societies in your category, the other Activities Representatives, and the [Vice President Activities and Services](#) to **ensure the students you represent are supported, engaged, and have their voices heard within the Students' Association and the University**.

You'll attend regular meetings of the **Activities Executive and its subcommittees**, as well as monthly **Student Council meetings**. In between meetings, you'll **speak with Office Bearers and society members**, offering advice and support, and ensuring that any feedback is communicated effectively.

As a member of the Activities Executive, you'll have **oversight of new society and funding applications**, so you'll be able to shape the on-going development of student opportunities at Edinburgh. You'll also have the chance to work on projects designed to **build engagement in student-led societies**, and the annual **Student Awards** which celebrate students' achievements.

As the point of contact between the societies in your category and the Students' Association, you'll be responsible for **ensuring that students are aware of key projects throughout the year, and letting us know about any upcoming events or activities that could benefit from our support**.

How much of a commitment is the role?

The School Representative role is designed to be **flexible and fit around your studies**. The core parts of the role should take **no more than 10 hours a month** to complete, but you may wish to do more.

What support is available in the role?

As an Activities Representative, you'll be supported in your role by the **Vice President Activities and Services**, and **staff within the Activities team**. They'll be on-hand to answer your questions and offer advice on your work.

You'll receive **introductory training** to help you get the most out of the role, and you'll also have the opportunity to attend **skills-based training workshops** throughout the year.



What would I get out of the role?

If you've been involved in societies as a student, becoming an Activities Representative is a great opportunity to **give something back**, while **shaping student-led opportunities at Edinburgh for the future**.

In the role, you'll develop **key transferable skills** like leadership, negotiation, relationship management and communication, and the experiences you have as a Section Representative will give you **plenty to talk about in job interviews and on your CV**.

Provided you're active in your role, you'll receive **recognition on your [Higher Education Achievement Record](#)**, and you'll also have the chance to complete an **Edinburgh Award** focused on representing students.

Where can I get more information about the role?

If you have any questions regarding the role of Activities Representative, you can contact the following people:

- Dan Doyle, Societies Coordinator, dan.doyle@eusa.ed.ac.uk
- Sarah Connet, Student Opportunities Officer (Societies), sarah.connet@eusa.ed.ac.uk
- Rachel Irwin, Vice President Activities and Services 2020/21, vpactivities@eusa.ed.ac.uk

If you would like to speak to any of the current Activities Representatives about their role, please email societies@eusa.ed.ac.uk and we'll put you in touch.

If you have any questions regarding the elections, please email elections@eusa.ed.ac.uk.

If I decide to stand, what are the next steps?

The first step is to **check that you're eligible** – in order to become an Activities Representative, you need to hold an active membership for one or more of the societies in the category you wish to represent, before submitting your nomination.

If you're eligible, then once nominations have opened on January 11th you can **[click here](#) to submit your nomination** – you'll just need to fill out some basic details. The deadline for nominations is 17:00 on February 17th.

After your nomination has been submitted, we'll email you once your nomination is confirmed.

Once your nomination has been confirmed you'll need to **upload your candidate photo and manifesto**, letting students know why they should vote for you. Candidates who have completed



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their manifesto are significantly more likely to be elected, so it's important you do this before the deadline on 17:00 on February 24th .

There's lots of advice on **planning your campaign** available online [here](#), including specific guides on Creating your Manifesto, Creating Posters and Flyers, and Campaigning on Social Media.

If you would like to **meet with a Students' Association staff member to discuss your campaign**, please email elections@eusa.ed.ac.uk.

