

## STANDING ORDERS GOVERNING THE SENIOR REPRESENTATIVES GROUP

### 1. Definition

- 1.1 The Senior Representatives Group is a standing committee as defined in Standing Order 1001 and will be subject to these regulations. The Senior Representatives Group is the responsibility of the Student Voice department and the Vice President Education.

### 2. Aims

- 2.1 The Senior Representatives Group will:
- 2.1.1 Provide a forum for Senior Academic Representatives to discuss academic issues affecting students and organise activity to improve representation.
  - 2.1.2 Provide a space for members to inform each other on progress to date, best practice and explore how the Students' Union can support representatives to deliver change
  - 2.1.3 Provide a space for the Vice President Education to inform members on progress to date, best practice and explore how the Group can contribute to delivering change
  - 2.1.4 Hold itself accountable for the effective representation of student academic issues
  - 2.1.5 Discuss methods of communicating the work and impact of the Group and Course Representatives to students and stakeholders

### 3. Chair

- 3.1 The Chair of the Senior Representatives Group shall be the Vice President Education, and shall be elected once per academic year, in accordance with Bye-Law 7. The Vice President Education shall therefore have responsibility of the Group.

### 4. Membership

- 4.1 The membership of the Senior Representative Group shall be:
- 4.1.1 College Officers who will work alongside the Executive Committee and relevant staff to:
    - a) Support the development of the Representation system by attending meetings and encouraging students to become reps
    - b) Identify issues raised by reps and students and feedback to the Students' Union
    - c) Support the development and running of Rep Forums and Representative Training

- d) Represent student views at All Student Members' meetings then complete the feedback loop to students
- e) Raise the profile of Representatives at the University of Lincoln
- f) Represent student views at University committees then complete the feedback loop to students
- g) Support the development of the Students' Union's Academic and Representation strands of the 2016-21 strategy
- h) Lead activities and campaigns to improve the academic experience of students at the University of Lincoln
- i) Guide and support the School, Course and Postgraduate Representatives in their roles

4.1.2 School Representatives will work with the Executive Team and relevant staff to:

- a) Support the development of the Representation system by attending meetings, encouraging students to become Course Reps
- b) Identify issues raised by Course Reps and students and feedback to the Students' Union and to College Reps
- c) Support the development of Rep Forum through attendance
- d) Represent student views to All Student Members' Meetings then complete the feedback loop to students
- e) Raise the profile of Representatives at the University of Lincoln
- f) Support the development of the Students' Union's Academic and Representation strands of the 2016-21 strategy
- g) Represent student views to University committees including subject committees then complete the feedback loop to students
- h) Lead activities and campaigns to improve the academic experience of University of Lincoln students
- i) Guide and support the Course Representatives in their roles.

4.1.3 The Postgraduate Taught and Research Officers

- a) Identify and resolve academic issues raised by Postgraduate Reps and student and feed these back to the Students' Union.
- b) Support the development of the Representation system by working with the Students' Union to ensure that it is appropriate for Postgraduate Reps
- c) Support the development and delivery of Postgraduate Rep Forum

- d) Represent student views to All Student Members' Meetings then complete the feedback loop to students
- e) Raise the profile of Representatives at the University of Lincoln
- f) Support the development of the Students' Union's Academic and Representation strands of the 2016-21 strategy
- g) Lead activities and campaigns to improve the academic experience of students at the University of Lincoln
- h) Guide and support the Postgraduate Reps in their roles

## **5. Elections**

- 5.1 The members of the Group shall be elected in semester two in accordance with Bye-Law 7 and shall hold their positions for the next year. If a member is elected through an emergency election during the academic year to fill a vacant post, then they shall hold the position until the end of that academic year.

## **6. Meetings**

- 6.1 Meetings of the Group shall take place on a monthly basis during the Academic year.

## **7. Quorum**

- 7.1 The quoracy of such meetings shall be fifty percent plus one of the membership of the Group.

## **8. Administration**

- 8.1 Notes shall be taken by a member of staff from the Student Voice Department.
- 8.2 Actions will be noted and circulated to the Group within seven (7) days of the meeting.
- 8.3 A report of the issues discussed, actions taken and noted will be reported online through the Vice President Education monthly report in accordance with standing order 1001.

## **9. Voting**

- 9.1 All votes shall require 50% plus 1 to pass.
- 9.2 No votes on Proposals for informal warnings, formal warnings or the removal from post shall be conducted.

## **10. Powers**

- 10.1 The Group shall be able to:
  - 10.1.1 Submit questions in writing to the trustees of ULSU to be asked by the Vice President Education