

# REP OFFICER HANDBOOK

# 2023-24



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This handbook should act as a central guide to your role as a Rep Officer, covering all the relevant information that you might need.

If you have a question that isn't covered in this handbook, reach out to us via email at [suengagement@edgehill.ac.uk](mailto:suengagement@edgehill.ac.uk). We will be more than happy to help!

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@edgehillsu



# Hi...

## we are your SU Presidents!

Our job is to be a voice for all students across the university. We will work with you gather student feedback, raise issues with staff, and create the best possible student experience.



**ANTONETTE MAPESA**  
ARTS & SCIENCES PRESIDENT



**MAGGIE LAM**  
EDUCATION PRESIDENT



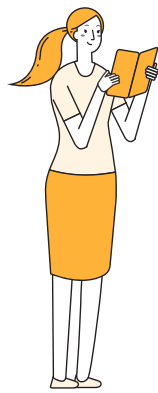
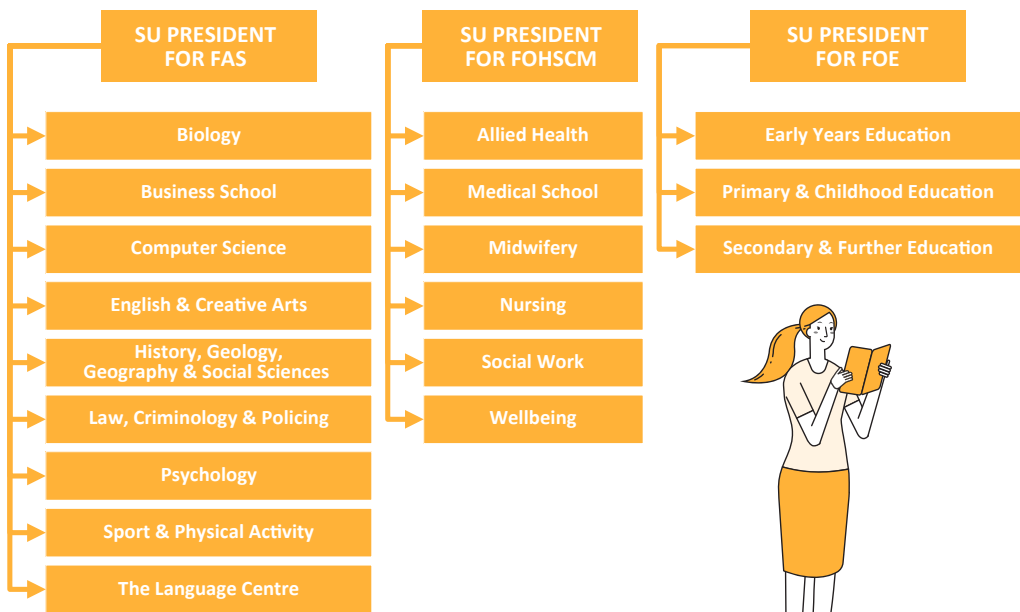
**JULIA DAVID**  
HEALTH, SOCIAL CARE & MEDICINE PRESIDENT



**NIKHIL PAU**  
MANCHESTER CAMPUS PRESIDENT

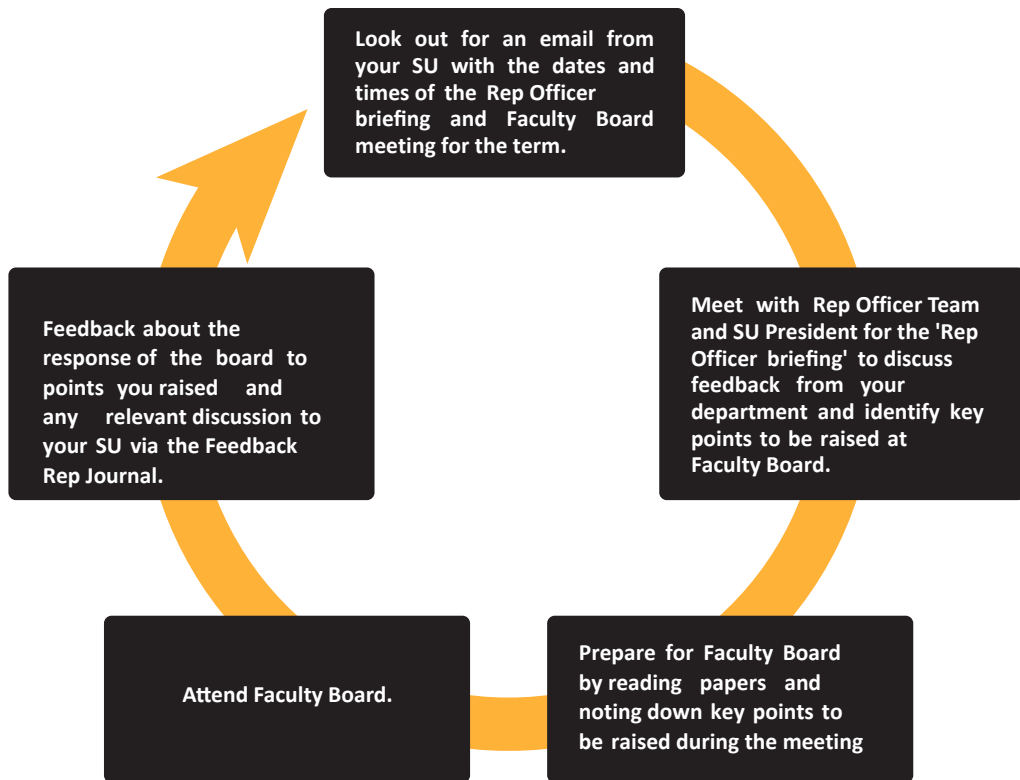
**As a Representation Officer, or Rep Officer you are part of a team of all the Rep Officers across the university.**

**You will work closely with your SU President to carry out your role. The teams will consist of the following:**



# Faculty Board: The termly cycle of Rep Officer responsibilities

In addition to your Feedback Rep responsibilities, those recruited as Rep Officers will be expected to complete the following tasks on a termly basis.



# **Faculty Board Cheat Sheet**

## **WHAT ARE THEY?**

**Faculty Boards are meetings which take place 3 times per year for each faculty. Matters discussed and decisions made by those at the meeting will cover the whole faculty.**

## **WHO ATTENDS?**

**Senior staff in the faculty (e.g., the dean, associate deans, and heads of departments), staff from other university departments, the SU president for the faculty, the Board Rep team, and a supporting SU staff member.**

## **HOW DO THEY WORK?**

**The secretary will issue a call for papers in advance of the meeting, and those invited can write and submit a paper about what they would like to discuss at faculty board. The papers are collated into a document and shared with attendees so that it can be read before the meeting.**

**At the meeting, the chair (usually the faculty dean) leads the conversation according to the agenda and ensures that everyone gets to speak. The secretary will take minutes (notes) of any important updates, actions, or decisions agreed at the meeting.**

# **Faculty Board Cheat Sheet**

## **WHAT IS YOUR ROLE IN THIS?**

**Rep Officers act as a voice for the students within your department and present student feedback to the board. You provide an important student perspective to discussions and can use your knowledge of student voice within your department to weigh in on decisions being made.**

## **HOW SHOULD YOU PREPARE?**

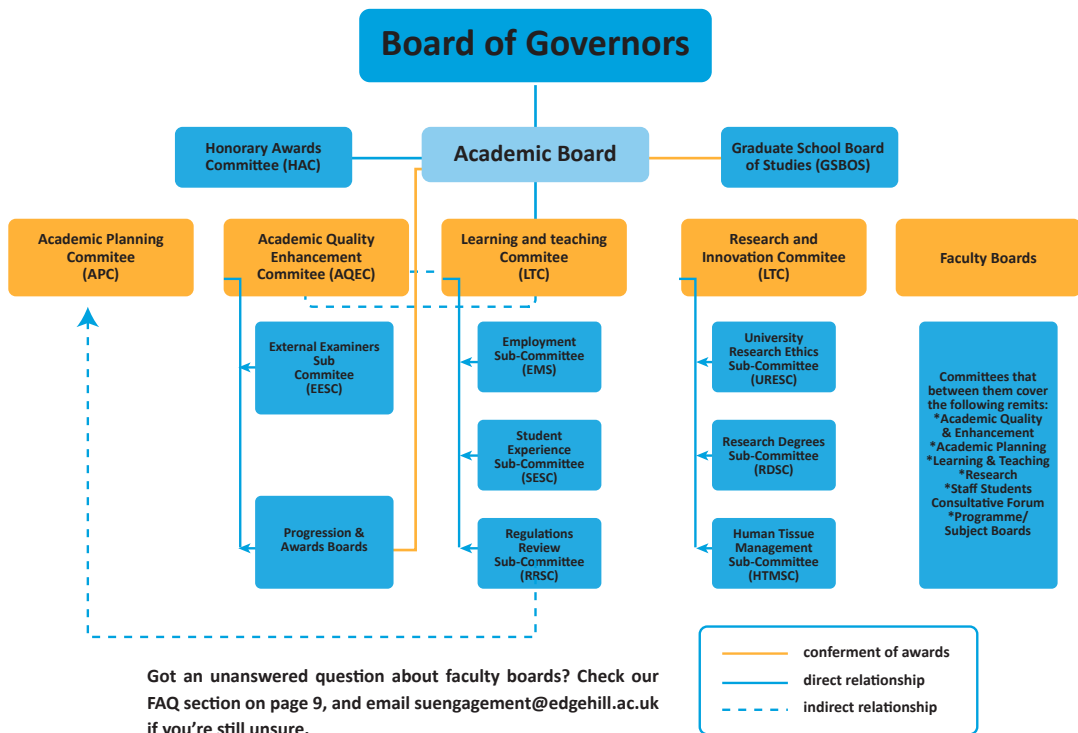
**You will attend a prep meeting with your Rep Officer team and the SU President for your faculty. Here, you will discuss feedback you have gathered as a rep, as well as feedback submitted to the Feedback Rep journal by reps from across the departments in your faculty. This will help you to put together a general feedback update for faculty boards.**

**You will not submit a paper for faculty boards, only a verbal update at the meeting. So, based on the discussions had at the prep meeting, you should write down a plan of the feedback you will raise and read through the papers, noting down any areas where you might want to provide input or ask questions during the meeting.**

# Committee structure

## WHERE DOES FEEDBACK RAISED AT FACULTY BOARDS GO?

Feedback provided by Rep Officers at faculty boards can travel up the committee structure at the university. For an insight into what the committee structure looks like at Edge Hill, check out the Academic Board committee structure below:





## Termly Checklist:

- o Look out for an email from the Engagement Team with the details about the upcoming faculty board and prep meeting
- o Add the prep meeting and faculty board meeting to your calendar
- o Attend your prep meeting
- o Prepare your feedback
- o Read the faculty board papers
- o Charge the device you will be taking to the meeting, or contact the SU to borrow one
- o Attend faculty board
- o Write your post-faculty board summary and submit it via email to [suengagement@edgehill.ac.uk](mailto:suengagement@edgehill.ac.uk)

# FAQs

## How long are faculty boards?

The meetings tend to be scheduled for three hours, however they take less time depending on the items for discussion.

## What should I do if I am unable to attend a faculty board?

If you can no longer attend a faculty board, email [suengagement@edgehill.ac.uk](mailto:suengagement@edgehill.ac.uk) to let us know and send your apologies to the secretary for the meeting.

## What should I wear to faculty board?

Staff who attend the meeting are often quite formally dressed, however there is no expectation that you should do the same. Just dress in a way that you would feel comfortable in this environment.

## What should I bring to faculty board?

The agenda and papers for the meeting will not be printed out, so you should bring a laptop or tablet to the meeting to access these digitally. The SU can provide these, should you need. Make sure that your device is fully charged and bring a bottle of water, as the meetings can be long.

# Useful Contacts

## Students' Union Departments

Engagement Team: [suengagement@edgehill.ac.uk](mailto:suengagement@edgehill.ac.uk)

Advice Team: [suadvice@edgehill.ac.uk](mailto:suadvice@edgehill.ac.uk)

## Students' Union Elected Officer Team

Maggie Lam, Education President: [Maggie.Lam@edgehill.ac.uk](mailto:Maggie.Lam@edgehill.ac.uk)

Antonnette Mapesa, Arts & Sciences President: [Antonnette.Mapesa@edgehill.ac.uk](mailto:Antonnette.Mapesa@edgehill.ac.uk)

Iulia David, Health Social Care & Medicine President: [Iulia.David@edgehill.ac.uk](mailto:Iulia.David@edgehill.ac.uk)

Nikhil Pau, Manchester Campus President: [Nikhil.Pau@edgehill.ac.uk](mailto:Nikhil.Pau@edgehill.ac.uk)

Edge Hill Students' Union Advice Centre

[www.edgehillsu.org.uk/advice](http://www.edgehillsu.org.uk/advice)

Student Services, including the Wellbeing Team

[www.edgehill.ac.uk/departments/support/studentservices/](http://www.edgehill.ac.uk/departments/support/studentservices/)

EHU's 'Let Us Know' for

[www.edgehill.ac.uk/departments/support/studentservices/let-us-know/](http://www.edgehill.ac.uk/departments/support/studentservices/let-us-know/)

[www.edgehill.ac.uk/departments/support/careers/](http://www.edgehill.ac.uk/departments/support/careers/)

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