

Student representative role description

|  |  |
| --- | --- |
| **Name of committee:** |  |
| **Name of school/faculty/department:** |  |
| **Chair and/or administrator contact details:** |  |
| **Number of student rep roles on the committee:** |  |
|  |
| **Student representative requirements**[Does the student representative need to be affiliated with a particular school/faculty, club or society, or the UQ Union?; The type of student rep required i.e. undergrad, postgrad, domestic/international, or open to all; Should the student rep have an interest in a particular topic? e.g. mental health] |
|  |
| **The aims and objectives of the committee** |
|  |
| **The role of the student representative and expectations** [Do they represent themselves, or a cohort of students?; Will they have action items, or are they there to provide feedback only?] |
|  |
| **Time commitments**[How many meetings per year?; When are the meetings held?; The duration of the meetings?; Are student reps expected to gather feedback prior to each meeting?; Other time commitments e.g. attending award ceremonies; Do you expect students to be engaged for a year, or more?] |
|  |
| **Incentives and benefits**[What impact can the rep have?; What can they achieve from being on this committee? e.g. skills gained, professional development; What can your school/faculty offer the rep to sit on your committee? e.g. invitations to school events] |
|  |
| **Support and resources provided by the school/faculty/department**[Who will the student rep contact if they need assistance? e.g. Committee Ally/Chair/Secretary; What training (if any) will the student rep receive from your school/faculty/department?; Are any facilities or any equipment required?] |