



TU Dublin Students' Union - School Reps 2019/2020

School Reps are elected on a voluntary basis by the Class Reps in their school, and they represent these members at Student Council. School reps are accountable to the Class Reps in their School and should inform themselves of any issues arising within the school and advise Class Reps on welfare and academic issues raised and help solve these problems.

School Reps are Required to	School Reps will
Represent the interests of the Class Reps within their School at the Student Council.	<ul style="list-style-type: none"> • Attend all Student Council meetings • contribute to the process from their School's perspective • Give feedback to Class Reps in their School and see if they need anything highlighted at the next meeting.
Assist in the recruitment of Class Reps within their School.	<ul style="list-style-type: none"> • Work with the Executive on the creation and implementation of a recruitment plan for their School; this usually takes place from week 1 /semester 1. • Provide local insight on recruitment within their School (placement dates, timetabling, local quirks etc.) • Check with Officers and/or Staff to see where there are gaps in recruitment • Get class timetables (e.g. from School Office, online) • Call into classes; recruit; bring details back to Union.
Act as a point of contact for Class Reps within the School.	<ul style="list-style-type: none"> • Get contact details from Union office • Send introduction email to all reps to say hello • Send follow-up emails (bi-weekly) and organise meetings with reps (1-2 per semester) • Ask if Reps have been in contact with Programme Chair • Give details / advice on how to do so effectively. • Report back to the appropriate Union Officer

School Reps are Required to	School Reps will
Co-ordinate data to/from Class Reps for the Union (e.g. Programme Committee checklists, Programme Chair contacts)	<ul style="list-style-type: none"> • Get Class Reps details from Union office • Send Programme Committee info to all Reps • Ensure they have all relevant Union info (Rep Handbooks, tool-kits etc)
Attend local Class Rep meetings and other democratic meetings as required	<ul style="list-style-type: none"> • Update Class Reps on any issues that arise and request comments / feedback as necessary
Maintain strong and consistent communication channels with the Exec.	<ul style="list-style-type: none"> • Email the Executive regularly with any relevant update from a School perspective. • The Exec will include School Reps on all emails to their Class Reps.
Act in a mentor/advisory capacity for Class Reps.	<ul style="list-style-type: none"> • Be mindful of appropriate boundaries; not deal with specific casework issues • Give out communication tips and negotiation advice.
Assist in highlighting and resolving School wide issues at a local level, quickly and effectively.	<ul style="list-style-type: none"> • In conjunction with the appropriate sabbatical officer, flag issues and queries and devise solutions. • Report back to Exec Officers consistently
Offer any suggestions to Union Officers on ways to enhance and support the role.	<ul style="list-style-type: none"> • Email, phone, text, chat - this is a learning exercise and we need to get constant feedback from you!!
Attend TU Dublin meetings – e.g. College Boards, School Fora	<ul style="list-style-type: none"> • Once agreed by Academic Council / QA - prepare for and attend meetings. • Develop a working relationship with Head of School and meet 2-3 times a semester.
Other areas: (as yet to be defined as these might require changes to Quality Assurance policies)	<ul style="list-style-type: none"> • Areas that Sabbaticals deem necessary. (collection of data, programme committee checklists etc.)