



TU Dublin Students' Union - School Reps 2020/21

The fundamental role of a School Rep is to create a strong link between and co-ordinate the work of the Class Reps within a School to allow for issues to be addressed and resolved at a School level quickly and efficiently.

School Reps are elected on a voluntary basis by the Class Reps in their School, and they represent these members at Student Council and are accountable to them. They should inform themselves of any issues arising within the School and provide advice to Class Reps on how they should deal with class issues that may emerge and how to refer on any individual student issues correctly.

School Reps are Required to	School Reps will
Represent the interests of the Class Reps within their School at Student Council.	<ul style="list-style-type: none">• Attend all Student Council meetings• Contribute to the process from their School's perspective• Give regular feedback to their Class Reps from Council and see what needs to be brought forward to the next meeting.
Assist in the recruitment of Class Reps within their School.	<ul style="list-style-type: none">• Work with the SU Executive on the creation and implementation of a recruitment plan for their School;• 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
Act as a point of contact for Class Reps within the School.	<ul style="list-style-type: none">• Get contact details from relevant Students' Union Officer or Advice@tudublinsu.ie• Send an introduction email to all Reps to say hello!• Also, email the Head of School to let them know they are this year's School Rep and keep in touch regularly• Send follow-up emails and organise virtual meetings with Reps (1-2 per semester)

	<ul style="list-style-type: none"> • Find out if Reps have been in contact with the Programme Chair and involved in Programme Committee meetings • Provide contact details if necessary and advise on how to do so effectively. • Report back to the appropriate Students' Union Officer on progress
Co-ordinate data to/from Class Reps for the Union (e.g. Programme Committee checklists, Programme Chair contacts)	<ul style="list-style-type: none"> • Ensure they have all relevant Union info (Rep Handbooks, tool-kits, etc) • Send Programme Committee info to Reps if required
Attend their Class Rep meetings and other democratic meetings if required	<ul style="list-style-type: none"> • Keep in contact with their Reps before and after the Class Rep Meetings
Maintain strong and consistent communication channels with the SU Executive.	<ul style="list-style-type: none"> • Email the SU Executive regularly with any relevant updates from a School perspective.
Act in a mentor/advisory capacity for Class Reps.	<ul style="list-style-type: none"> • Be mindful of appropriate boundaries; please do not deal with specific casework issues - refer to Advice@tudublinsu.ie • Provide 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 relevant Students' Union Officers flag issues and queries and devise solutions
Offer any suggestions to the SU Executive 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 Meetings, etc	<ul style="list-style-type: none"> • Once agreed by the Academic Council, prepare for and attend meetings • Develop a working relationship with Head of School and contact them regularly
Other areas: (as yet to be defined as these might require changes to Quality Assurance policies)	<ul style="list-style-type: none"> • Areas that SU Executive deem necessary, eg collection of data, Programme Committee checklists, etc