

5 Undergraduate and Postgraduate Taught Representation – Lead Representatives

5.1 Requirements

- 5.1.1 There should be one Lead Representative per Department, with additional positions being made available to ensure appropriate representation of level of study, mode of study, or study location according to each School.
- 5.1.2 Lead Representative positions should exist based on academic structures only. Welfare and liberation leadership is undertaken by Liberation societies within BCUSU.
- 5.1.3 Lead Representative positions should be reviewed annually by Student Voice Committee (SVC), with Vice President Student Voice having final say.

5.2 Recruitment

- 5.2.1 Recruitment of Lead Representatives is undertaken by application and followed by an interview process, led by BCUSU. Interview panels are made up of two BCUSU Activities and Representation Team Coordinators and the Vice President Student Voice.
 - ☐ An exception will be made for Lead Representatives for the Royal Birmingham Conservatoire, who are recruited via an elections process (facilitated and supported by BCUSU) to meet the eligibility criteria for the Conservatoires UK Student Panel.
- 5.2.2 Lead Representative candidates will receive support and training from BCUSU on how to campaign effectively.
- 5.2.3 BCUSU will provide materials and events to promote the elections during voting and nominations periods.

5.3 Role

- 5.3.1 Lead Representatives are responsible for coordinating a group of Course Representatives determined by their Department, Level of study, or Campus.
 - ☐ Two Lead Representatives will be elected for RBC: one to represent Music and one to represent Acting.
- 5.3.2 Lead Representatives are accountable to the Academic Lead for Teaching and Learning and the Academic Lead for Student Experience for their Department, the Head of their Department, the Dean of their School, their BCUSU Activities and Representation Team Coordinator, the Vice President Student Voice, and their Course Representatives.
- 5.3.3 Lead Representatives will hold a meeting with the Course Representatives they oversee at least once per semester to discuss current feedback and other relevant topics brought forward by Course Representatives.
 - ☐ Lead Representatives should ensure this meeting is held prior to CFFs to ensure Course Representatives have logged all current feedback on the Student Feedback Hub, and to give Representatives the opportunity to discuss priorities and suggested resolutions prior to the CFF.
 - ☐ Lead Representatives will be encouraged to include a community building aspect during these meetings.
- 5.3.4 Lead Representatives will attend at least three BCUSU-led Lead Rep Councils annually to discuss updates from BCUSU, relevant Officer campaigns, as well as School-wide and Institution-wide feedback.

- ☐ Lead Rep Councils are chaired by Vice President Student Voice and attended by Vice President Academic Experience and relevant Activities and Representation Coordinators.
- ☐ Lead Rep Councils should be held prior to the relevant Department-level and School-level committees to ensure Lead Representatives are prepared for the meetings.
- ☐ Lead Rep Councils may be called additionally on an ad-hoc basis depending on requirements or current events.

5.3.5 As a minimum, Lead Representatives will attend the School-level committee at which student voice is an agenda item. The titles, membership and meeting frequency of these committees vary between Schools; BCUSU will confirm the relevant committee for each School annually.

5.3.6 Some Schools may also include Lead Representatives in their Department-level committees. Where they do, Lead Representatives will attend at least three meetings per year.

- ☐ Lead Representatives should receive invitations and papers for their relevant committee along with other members of the committee.
- ☐ Lead Representatives should receive appropriate training and briefing before each meeting they attend from a member of Department or School staff and from BCUSU.
- ☐ Lead Representatives should be treated as an equal committee member, given equal opportunity to speak and offer feedback or opinion on subjects raised throughout the meeting.
- ☐ Where a committee attended by Lead Representatives produces an Action Plan which takes into account themes from Course Action Plans, that Action Plan will contain a section for Lead Representative Feedback. This section should be completed by Lead Representatives and committee members either in the meeting itself or in a debrief meeting held after the meeting.

5.3.7 Action Plans produced by Department-level committees are considered at School-level committees.

- ☐ The secretary of the School-level committee will share minutes of the meeting with Lead Representatives regardless of whether they attended or not, so that they may review the committee's responses to the Action Plans.

5.3.8 Additional to these duties, RBC Lead Representatives are responsible for attending Conservatoires UK Student Network (CUKSN) conferences on an annual basis and for attending the Association of European Conservatoires (AEC) annual congress.

5.3.9 See Appendix A, Figure 1 for a diagram of all Lead Representative meetings.

5.4 Bursary

5.4.1 Lead Representatives will receive a bursary, funded by the University and distributed by BCUSU.

5.4.2 A review of the bursary amount and frequency of payment should be held annually by the Student Voice Working Group.

5.4.3 Payments are made to Lead Representatives upon completion of key role requirements, such as attending meetings, and upon receipt of appropriate evidence to ensure compliance, such as a post-meeting report.