

Role Descriptor

Doctoral Exec Member (Open place)



The role of the Doctoral Exec is to pro-actively engage with the doctoral student community to identify issues and represent the doctoral student voice in The SU and to the University. As an Exec Member, you will a key part of this.

Duties and Responsibilities

- Attend and contribute to regular committee meetings, including providing updates on projects or campaigns.
- Liaise with the SU Postgraduate Officer and the Postgraduate Student Coordinator on a regular basis.
- Communicate regularly with the rest of committee to ensure smooth running of the group to achieve its aims.
- Attend the Doctoral Council of doctoral student representatives to gather insight into emerging issues.
- Liaise with other Doctoral student representatives within The SU to identify emerging issues.
- Work with other members of the Exec to lead on representation of issues or campaigns relevant to the doctoral experience.
- Ensure an effective handover is carried out with the succeeding Doctoral Exec members.

What is Doctoral Exec?

The Doctoral Exec actively engages with the doctoral student community to identify issues and represent the doctoral student voice in The SU and to the University. The Doctoral Exec works together on projects and campaigns to improve the doctoral student experience at the University of Bath. The Doctoral Exec positions are Chair, 3 Open Places and 4 Doctoral Faculty Reps. Doctoral Faculty Reps are elected separately from other, but all are equal members of a single team.

Doctoral Exec Functions

- To discuss topical issues related to the doctoral experience.
- To organise and run community engagement, including social events if the Exec chooses.
- To liaise with Doctoral Reps and other relevant reps and SU groups to identify issues of the doctoral experience, both academic and non-academic that it can highlight and campaign to improve.

Key Contacts

SU Postgraduate Officer / supostgrad@bath.ac.uk

Postgraduate Representation Team / pgvoice@bath.ac.uk

Extra Information

Time Commitments & Training

Exec Chair Training / 1 ½ hour

Doctoral Exec / 5 – 6 meetings per year / 1 hour

Doctoral Lunch / 4 meetings per year / 1 hour [Optional]

Doctoral Council / 6 meetings per year / 1 hour [Optional]

Any extra info about meetings e.g. You are expected to have read any meeting papers in advance of meetings.

Skills Development Opportunities

Check out our [student leaders development programme](#) for personal development training.

Confidence	x	Organisation/ planning	x
Decision making	x	Marketing	
Teamwork	x	Delegation	
Time management	x	Financial Management	
People management	x	Negotiation	

Other: Communicating effectively in meetings
