

## Academic Executive Committee

Job: School of Management Officer

Elected by: Academic Council via online elections  
Committee reports to: Union Council

### Job Profile

To ensure that an effective and representative system of Academic Reps is in place and that all students are made aware of academic issues at the University, its campuses and Learning Partnership Organisations. To work within the policies of the Students' Union and to implement any mandates of the Academic Council.

### General Duties

- To attend Academic Exec meetings (approximately 6 per year)
- To attend Academic Council Meetings (held fortnightly)
- To help at special events throughout the year, for example: Academic Rep awards, Societies Fair, Academic Rep Training, Campaigns and social events
- To give input into the running of the Academic Rep system and any ideas for developments/changes
- To co-ordinate Education campaigns as an executive committee
- To promote the work of Academic Reps at departmental SSLC meetings and at other relevant opportunities
- To help develop Academic Rep training

### Specific Duties

**To liaise with the Academic Reps within the School of Management and:**

- **Assess their training needs and discuss requirements with Training officer**
- **Meet regularly with Academic Reps to discuss current issues or communicate via the website or other media**
- **Discuss issues coming up regularly at SSLCs and bring common themes to Academic Council and Academic Exec**
- **To liaise with the faculty board of studies representatives and arrange for common themes to be discussed at their meetings**
- **Liaise with the Academic Representation Administrator to ensure that copies of agendas, minutes, membership lists and dates of meetings are obtained for SSLCs of each department within the faculty.**
- **To work with the VP Education and Representation & Democratic Services Co-ordinator in order to support Academic Reps fully**
- **To assist in the promotion of University and Students' Union research**

- To feedback to Academic Reps any University initiatives that have been influenced/led by Academic Reps

