

# Role Descriptor

# PGT Exec Chair



As Chair, your role will be to liaise with stakeholders, chair meetings and be the main place of contact for both SU Staff and PGT Faculty Reps. All members of the PGT Exec will work together on issues, support and wider projects or campaigns.

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## Duties and Responsibilities

- Chair regular committee meetings, including agreeing the agenda in advance and approving minutes.
- Liaise with the SU Postgraduate Officer and the Student Voice Coordinator (Postgraduate) on a regular basis.
- Liaise with other postgraduate representatives within The SU to identify emerging issues.
- Communicate regularly with the committee to ensure smooth running of the group to achieve its aims.
- Attend the PGT Council made up of elected PGT student representatives to keep up to date with emerging issues.
- Ensure an effective handover is carried out with the succeeding PGT Exec Chair.

## What is PGT Exec?

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

## PGT Exec Functions

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

## Key Contacts

SU Postgraduate Officer / [supostgrad@bath.ac.uk](mailto:supostgrad@bath.ac.uk)

Postgraduate Representation Team / [pgvoice@bath.ac.uk](mailto:pgvoice@bath.ac.uk)

# Extra Information

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## Time Commitments & Training

Exec Chair Training / 1 ½ hour

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

PGT Council / 2 meetings per year / 2 hour [Optional]

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

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## 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	x
Time management	x	Financial Management	
People management	x	Negotiation	

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**Other:** Communicating effectively in meetings

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