

APPENDIX 13

Postgraduate Association Regulations

Part 1

1. The Postgraduate Association exists and shall continue to exist unless AGM amends the constitution to remove it.
2. The Postgraduate Association represents the needs of all postgraduate students registered at the University of Bath
3. The Postgraduate Association is bound under the Students' Union Constitution including the Safe Space and Equal Opportunities Policy, and should remind their members of these as necessary
4. The Postgraduate Association remains bound by these regulations
5. A written report must be submitted at least once a term to Union Executive summarising the activities of the Postgraduate Association
6. The Postgraduate Association Executive is elected at an AGM of the Postgraduate Association held in the summer term of each academic year
7. Spaces on the Executive can be filled at a General meeting at any point during the academic year
8. The Postgraduate Association Executive can co-opt members as it deems necessary. Co-opted members do not have a vote on the Executive.
9. The Postgraduate Association shall be assigned a budget, which is subject to the financial rules and regulations of the University of Bath Students' Union. This budget shall form part of the Academic and Welfare (AWARE) budget and as such all expenditure is authorised by the AWARE budget holder and manager. The Postgraduate Association treasurer shall be responsible for managing the budget
10. All properties of the Postgraduate Association are the properties of the University of Bath Students' Union

Part 2 Officer Profiles

Postgraduate Association Chair:

The Chair of the Executive is the primary spokesperson and figurehead of the Postgraduate Association, seeking to positively uphold and implement the aims and objectives of the Postgraduate Association and the aims and objectives of the Students' Union.

- to attend and represent postgraduate students at Union Council
- to attend and represent postgraduate students at University Senate
- to attend and represent postgraduate students at Graduate Studies Committee
- to report to the Postgraduate Association and its Executive after each Union Council and University committee meetings
- to represent and promote postgraduate interests at any and all levels
- to co-ordinate the Postgraduate Association to provide a full and comprehensive service to all postgraduates
- to liaise with the Vice President (Academic and Welfare) and the Union Executive as appropriate on academic and welfare issues
- co-ordinate networking with postgraduates from other universities.
- to liaise with the National Postgraduate Committee

- to carry out any other duties set in the Students' Union Constitution and to carry out any action mandated by Union Council
- to positively promote the aims and objectives of the Postgraduate Association

Treasurer:

The treasurer is responsible for managing the Postgraduate Association budget, and to advise the Postgraduate Association Executive appropriately.

- to prepare a yearly estimate of expenditure and budget submission
- to keep an up to date record of accounts
- co-ordinate fund-raising and sponsorship
- to advise Postgraduate Association Executive on financial matters
- to attend the Students' Union Finance Committee
- to positively promote the aims and objectives of the Postgraduate Association

Secretary:

The secretary is responsible for keeping an up-to-date file of the business of the Postgraduate Association. They will liaise with the AWARE staff and other Students' Union staff in keeping information up-to-date and will manage the BathStudent.com membership lists and emails.

- to note take at Postgraduate Association meetings
- to organise meetings of the Executive
- to keep the membership lists up-to-date
- to keep up-to-date records and files of the activities of the Postgraduate Association
- to liaise with the AWARE staff on Postgraduate issues
- to positively promote the aims and objectives of the Postgraduate Association

Publicity Officer:

The Publicity Officer is responsible for designing and producing materials to positively promote the Postgraduate Association and its activities. This includes publishing items on BathStudent.com and liaising with the Vice President (Democracy and Communications).

- to publicise the meetings and events of the Postgraduate Association
- to liaise with the Vice President (Democracy and Communications)
- to keep a lively and vibrant BathStudent website.
- to positively promote the aims and objectives of the Postgraduate Association

Academic Representative:

The Academic Representative is responsible for representing postgraduate students to the University of Bath Graduate Studies Committee, University Senate and to the Students' Union Executive. They keep up-to-date with current affairs related to postgraduate studies.

- to attend and represent postgraduate students at Graduate Studies committee
- to attend and represent postgraduate students at University Senate
- to attend and represent postgraduate students at Academic Council
- to make reports to the Postgraduate Association and its Executive after these meetings
- to represent the academic needs of postgraduate students
- to liaise with the Students' Union Executive in issues such as tuition fee debates

- to report to the Postgraduate Executive on current affairs affecting Postgraduate Students
- to liaise with the Research and Support Co-ordinator on current affairs affecting postgraduate students
- to positively promote the aims and objectives of the Postgraduate Association

Events Officer:

The Events Officer is responsible for canvassing the opinion of a wide range of Postgraduate students on social events they would like to have. They will organise and co-ordinate events for postgraduate students. They will also advise the Students' Union Executive on preparations for fresher's week.

- to survey postgraduate students about events they would like to have
- to attend fresher's week team meetings
- to co-ordinate events for postgraduate students (including campaign events)
- to work closely with the PGA treasurer in funding events
- to positively promote the aims and objectives of the Postgraduate Association

Taught Degree Representative

This rep specifically represents those students studying a taught degree programme as a postgraduate qualification

- to positively promote the aims and objectives of the Postgraduate Association
- to work with the Academic Representative and Chair on academic issues affecting postgraduate students.

Open Representative

This position has no specific portfolio, but is open to any student wishing to have input to and assist in the running of the Postgraduate Association

- to attend Postgraduate Association meetings
- to work with the Postgraduate Executive
- to positively promote the aims and objectives of the Postgraduate Association