

DUTIES OF STUDENT REPRESENTATIVES

Each year, the Faculty will hold two elections, to find representatives for two Committees. The first election is held in October and will elect representatives to the **Student Forum**; the Forum is a student-run body where students from each subject represent the interests of students within their subject disciplines. The second election is held in November and will elect students to sit on the **Faculty Board**; the Board is the governing body of the Faculty and takes a wider view of the needs of all students regardless of subject. The Faculty Board representatives Chair the Student Forum meetings and provide the link between the two Committees.

Details about each type of representative and the primary duties are shown below.

Students may run for election as *either* a Faculty Board *or* Student Forum representative, *or* both.

Faculty Board Representatives	Student Forum Representatives
<p>Elections are held in November of each year, with the student taking office from the following January to act until December.</p> <p>There are three positions available:</p> <ol style="list-style-type: none"> 1. An undergraduate student, representing all students on the HSPS Tripos 2. An undergraduate student, representing all students on both the Arch&Anth and PPS Triposes 3. A graduate student, representing all graduate students across the Faculty <p>If there are no nominees for one of the three available positions, the Faculty Board may choose to co-opt a student from that group to serve.</p> <p>In the event that an elected Faculty Board Representative completes his/her course in the Easter term, a bye-election will be held to obtain representation for the Michaelmas term only.</p> <p>Students running for election to the Faculty Board will be asked to produce a manifesto outlining who they are and what they will bring to the role.</p> <p>The main duties are:</p> <ul style="list-style-type: none"> • Attending the Faculty Board meetings, twice per term • Attending and Chairing Student Forum meetings, 	<p>Elections are held in October of each year, with the student taking office immediately to act until the following July.</p> <p>The number of members can vary but there are fourteen positions available in total, consisting of:</p> <ol style="list-style-type: none"> 1. One Part II undergraduate and one graduate student chosen from and representing each of the five subjects within the Faculty (Archaeology, BioAnth, POLIS, SocAnth, and Sociology). 2. One Part II undergraduate chosen from and representing Psychology students on the PPS Tripos. 3. One Part I student from HSPS 4. One graduate student from Development Studies, representing all Development Studies students 5. One graduate student from the Dept of Psychology, representing PhDs managed by HSPS only <p>Each subject will determine its own method of nomination and election, and these will vary. Some subjects may elect multiple reps to fill the role as a job-share.</p> <p>If there are no nominees or volunteers for one of the available positions, that position will remain vacant.</p>

<p>once per term, and Chairing these meetings</p> <ul style="list-style-type: none"> • Liaison between Faculty and student body; the method of communication can vary as the rep feels appropriate, but in the past has included email updates/newsletters, Facebook or Twitter feeds, or regular office hours where students can drop in with queries or concerns. This can also be done via the Student Forum representatives. • (<i>undergraduate representatives only</i>) Attending the CUSU Council on behalf of the Faculty, fortnightly, and coordinating with the CUSU Education Secretary for University-wide campaigns. Attendance may be shared between the two undergraduate reps. • (<i>graduate representative only</i>) Attending the Graduate Union Council, two to three times per term • (<i>HSPS representative only</i>) Attending and speaking at the Part I Induction in the following Michaelmas term • (<i>HSPS representative only</i>) The representative will be invited to attend the Tripos Management Committee meetings, once per term • Faculty Board reps also have the option to stand for election to the Council of the School of the Humanities and Social Sciences, though this is not required. 	<p>The main duties are:</p> <ul style="list-style-type: none"> • Attendance at Student Forum meetings, once per term • Attendance at Divisional/Departmental Teaching meetings as appropriate; this varies by discipline but all subjects will have some method for the Forum representatives to raise concerns or queries with the staff • Liaison with students within their discipline • Raising concerns from their subject with the Division/Department or with the Faculty Board representatives, as appropriate • Sharing feedback with students in their discipline about relevant discussions held at Faculty Board or Student Forum meetings
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Faculty Board: The Faculty Board is the principal Committee of the Faculty. The Board is responsible for all matters relating to teaching, learning and research. It receives reports from all Committees in the Faculty, and from the University. It is the only Committee with the authority to take decisions that are effective across the Faculty. The agenda of the Board is divided into reserved and unreserved business; student representatives attend only for the unreserved business. It reports to the School and the Chairperson is the Chair of the Faculty.

Student Forum: The Student Forum was created to enable students across the diverse subject disciplines in the Faculty to have a voice. It is attended only by the Forum representatives and the Faculty Teaching Administrator, who supports the meeting and helps the members to ensure that suggestions and queries are taken forward appropriately. The Forum is intended to serve as a method for sharing good practice across all areas of the Faculty, and to create a venue for the Faculty Board representatives to work closely with students in each subject.

CUSU Council & Grad Union Council: CUSU Council is CUSU's decision-making and policy-setting body. The voting members are the JCR and MCR Presidents and External Officers of all affiliated College student unions, an elected student representative from each Faculty, and various representatives of the CUSU autonomous campaigns. Any student can attend CUSU Council, propose motions and amendments and participate in debates. The Graduate Union is the University-wide representative body for graduate students, focusing on four key areas: Representation, Facilities/Services, Welfare/Support, and Events for all graduate students.

Council of the School: Student representatives elected to the Faculty Board will be eligible to stand for election to the Council of the School. The Council's duties include allocation of funding and consideration of School-wide policy and procedure. Standing for election to the Council is optional, but the Faculty would support and encourage any student representative wishing to do so.