

School Rep Timeline



This is not an exhaustive list of everything you will do or could do as a School Rep, more like a guiding document! Things in *italics* are suggested tasks, but not necessarily part of the role.

Term 1

- Email a photo of yourself to schoolreps@su.arts.ac.uk
- Answer [visibility questionnaire](#)
- Attend Autumn School Rep training
- Introduce yourself at Course Rep Training
- Meet with School Dean
- Send out introductory email to Course Reps
- Solicit feedback from Course Reps
- Attend College Officer Meetings
- Attend Board of Study
- *Attend Annual Members' Meeting (AMM). More info [here](#).*
- *Attend Social*

Term 2

- Attend College Officer Meetings
- Attend Board of Study
- Solicit feedback from Course Reps
- *Suggest candidate or re-run for School Rep*
- *Attend Social*

Term 3

- Attend College Officer Meeting
- Attend Board of Study
- Solicit feedback from Course Reps
- Complete handover documents
- *Attend Social*
- *Nominate staff & students for [Arts Awards](#)*
- *Attend Arts Awards*