



Lead Rep Role

- Lead Representatives are responsible for coordinating a group of Course Representatives determined by their College, Level of study, or Campus.
 - Two Lead Representatives will be elected for RBC: one to represent Music and one to represent Acting.
- Lead Representatives are accountable to their Heads of College (the Head of College can delegate this responsibility, where appropriate, to another member of senior college staff), Associate Dean for Learning and Teaching, the Activities and Representation Coordinator for their Faculty, Vice President Student Voice, and their Course Representatives.
- Lead Representatives will hold a meeting with the Course Representatives they oversee at least once per month to discuss current feedback and other relevant topics brought forward by Course Representatives. Lead Representatives should ensure this meeting is held prior to CFFs to ensure Course Representatives have logged all current feedback on the Student Rep Hub, and to give Representatives the opportunity to discuss priorities and suggested resolutions prior to the CFF. Lead Representatives will be encouraged to include a community building aspect during these meetings.
- Lead Representatives will attend at least three BCUSU-led 'Lead Rep Forums' annually to discuss updates from BCUSU, relevant Officer campaigns, as well as Faculty-wide and Institution-wide feedback.
 - Lead Rep Forums are chaired by Vice President Student Voice and attended by Vice President Academic Experience and relevant Activities and Representation Coordinators.
 - Lead Rep Forums should be held prior to College Course Progression Committees (CCPCs) and Faculty Learning, Teaching, Assessment and Quality Committees (FLTAQCs) to ensure Lead Representatives are prepared for the meetings.
 - Lead Rep Forums may be called additionally on an ad-hoc basis depending on requirements or current events.
- Lead Representatives will attend at least three SVCs per year.
- Lead Representatives will attend at least three CCPCs per year.
 - Lead Representatives should receive invitations and papers for their relevant CCPC along with other members of the committee.
 - Lead Representatives should receive appropriate training and briefing before each CCPC they attend from a member of College or Faculty staff and from BCUSU.
 - Lead Representatives should be treated as an equal committee member, given equal opportunity to speak and offer feedback or opinion on subjects raised throughout the meeting.



BIRMINGHAM CITY
University

BCUSU

- CCPCs will create College Action Plans which take into account themes from Course Action Plans. Each College Action Plan will contain a section for Lead Representative Feedback. This section should be completed by Lead Representatives and CCPC members either in the meeting itself or in a debrief meeting held after CCPCs.
- College Action Plans created at CCPCs are discussed FLTAQCs.
 - Lead Representatives may attend FLTAQC if they wish, receiving appropriate briefing from Faculty staff, and being treated as an equal committee member during the meeting.
 - The attending members of FLTAQC should ensure that the Lead Representatives receive an outline of actions and decisions made in response to the College Action Plans.
- Additional to these duties, RBC Lead Representatives are responsible for attending Conservatoires UK Student Network (CUKSN) conferences on an annual basis and for attending the Association of European Conservatoires (AEC) annual congress.