**Rep Charter**

The purpose of this charter is to lay out clearly what you can expect in the way of support from the Students’ Union and in turn what is expected of you in your role as a rep.

By nominating yourself to be a rep you are agreeing, should you be elected, to follow the rules of the Charter.

**As the Students’ Union, we agree to:**

1. Facilitate free and fair elections.
2. Provide training for your rep role that equips reps to carry out their role.
3. Facilitate accessible democratic events, specifically Rep Forum and Student Council
4. Support reps and officers as much as we can in carrying out their role, by:
	1. Providing information and advice on issues they encounter
	2. Aiding reps and officers in collecting feedback, through social media promotion, emails, developing tools etc.
	3. Offering any other support to reps as is reasonably within the means of the Students’ Union

**As a representative, you agree to:**

1. To the best of your ability fulfil the key parts of your role, namely:
	1. Completing the Brightspace training
	2. Collecting feedback from students on their student experience on a regular basis and feeding this back through appropriate channels
	3. Attending Student Council
	4. Attending Rep Forum
	5. Attending any relevant university meetings, such as Student Voice Forums.
2. Attempt to make all meetings that are part of your role where and when possible. If you are not able to make a meeting, then you will send apologies to the chair of the meeting. We understand that a rep’s studies come first, and that there may be other occasions, such as due to ill health, reps will be unable to make meetings or fulfil other parts of the role – we just ask that where possible this is communicated clearly to the relevant officers/staff members.
3. Act in accordance with the Members Code of Conduct (found here: https://www.uosunion.org/yourvoice/bylawsandstrategy/)
4. Allow UOS Students’ Union to use your personal information (name, student number, course details and student and preferred contact email address) in the administration of the rep system, sharing these with key SU and university colleagues and with our SOFIA administrator, Darmax Limited. Any data shared in this way will purely be for the purposes of enabling us to administer the rep system.