

## SCHEDULE 6 – Representation Strategy

### TRAINING

Training shall be conducted as soon as practical after the Class Rep elections.

All members of Council shall be invited.

Responsibility for Training shall be chiefly the Education Officer's.

Training shall include but not be limited to:

- i. A description of TCDSU and its governance systems.
- ii. Introductions by each of the Sabbatical and Executive Officers.
- iii. A description of the role of a class rep including:
  - a. Campaigns
  - b. Representation
  - c. Entertainments
  - d. Queries & Casework (Welfare & Education)
- iv. Committee work
- v. Covering skills which they will require for their roles.
- vi. A detailed description of how SU Council works.

### RESOURCES & SUPPORT

#### 1.E mail lists

Every Rep and convenor will have access to an e mail list for their constituency. This will be facilitated by the Communications and Education Officers.

Guidelines for the use of this list shall be:

- i. e mails must be sent to the original sender with the recipient list in the 'Bcc:' section
- ii. E mails can only be sent with regards to Class Rep/Convenor/TCDSU activity
- iii. Class Reps and Convenors are encouraged to keep in regular contact with their constituencies.

#### 2. Handbook

A Representative handbook should be provided at Training, this should include but not be limited to:

- i. A description of TCDSU and its governance systems.
- ii. A description of the role of a class rep including:
  - a. Campaigns
  - b. Representation
  - c. Entertainments
  - d. Queries & Casework (Welfare & Education)
- iii. Committee work
- iv. A detailed description of how SU Council works.

v. A list of contact details for Officers.

### 3. Facilities

Representatives who are conducting TCDSU business shall be provided with:

i. Photocopying, printing, fax and phone services.

These facilities shall be available during the business hours of the Students' Union. In emergencies, the Sabbatical Officers can allow use of these facilities outside of ordinary office hours.

### REPRESENTATION

The Students' Union shall provide representation for its members through student membership of college committees. The student membership is as follows (indented means subcommittee of the above committee):

#### Chapel Committee

2 student reps ?

#### College Safety Committee

Welfare Officer

#### College Recycling and Environmental Committee

Environmental Officer

#### Panel of Enquiry

3 Student Reps ?

#### Campus Residence Committee

Welfare Officer

4 student reps nominated by Welfare Officer

#### Coiste Na Gaeilge

Oifigeach na Gaeilge

#### TAP Steering Committee

Foundation Student Rep (elected from Foundation Course)

Mature Student Rep (elected from Mature Course)

#### Board

President

Education Officer

Welfare Officer

#### Estates Committee

President

Equality Committee

Welfare Officer

Human Resources Committee

President

Finance Committee

President

Library & Information Policy Committee

Education Officer

Library Users & College Archives Committee

Education Officer

President

Information Systems Services User Committee

President

Web Management Committee

Communications Officer

Student Services

Welfare Officer

Capitation Committee

President

Education Officer

Welfare Officer

Administrative Officer (in attendance)

Financial Assistance Committee

President

Welfare Officer

University Council

Education Officer

Arts, Humanities and Social Sciences Faculty Convenor

Engineering Mathematics & Sciences Faculty Convenor

Health Sciences Faculty Convenor

Undergraduate Studies Committee

Education Officer

Student Rep (Elected from Council)

International Committee

President  
International Students Officer

Quality Committee  
Education Officer

Course Coordinating Committees (no. Of Reps)

Irish Studies (4)

TSM (1 + Education Officer)

Business Studies and a Language (3)

European Studies (6)

B. Mus. Ed (4)

Human Nutrition & Dietetics (1, from 4<sup>th</sup> yr) – appointed by DIT Education Officer

Theoretical Physics (2)

Executives

Faculty and School convenors sit on the executives of their relevant constituency.