

## Role Descriptor

# Doctoral Exec Chair



As Chair, your role will be to liaise with stakeholders, chair meetings and be the main place of contact for both SU Staff and Doctoral Faculty Reps. All members of the Doctoral Exec will work together on issues, support, and wider projects.

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### Duties and Responsibilities

- Chair regular committee meetings, including agreeing the agenda in advance and approving minutes.
- Liaise with the SU Postgraduate Officer and the Student Voice Coordinator (Postgraduate) on a regular basis.
- Communicate regularly with the committee to ensure smooth running of the group to achieve its aims.
- Attend the Doctoral Council made up of elected doctoral student representatives to keep up to date with emerging issues.
- Attend the University Doctoral Studies Committee (UDSC) with the Doctoral Faculty Reps and Postgraduate Officer to represent the doctoral academic experience at a university level.
- Ensure an effective handover is carried out with the succeeding Doctoral Exec Chair.

## What is Doctoral Exec?

The Doctoral Exec actively engages with the doctoral student community to identify issues and represent the doctoral student voice in The SU and to the University. The Doctoral Exec works together on projects and campaigns to improve the doctoral student experience at the University of Bath. The Doctoral Exec positions are Chair, 3 Open Places and 4 Doctoral Faculty Reps. Doctoral Faculty Reps are elected separately from other, but all are equal members of a single team.

## Doctoral Exec Functions

- To discuss topical issues related to the doctoral experience.
- To organise and run community engagement, including social events if the Exec chooses.
- To liaise with Doctoral Reps and other relevant reps and SU groups to identify issues of the doctoral experience, both academic and non-academic that it can highlight and campaign to improve.

## Key Contacts

SU Postgraduate Officer / [supostgrad@bath.ac.uk](mailto:supostgrad@bath.ac.uk)

Postgraduate Representation Team / [pgvoice@bath.ac.uk](mailto:pgvoice@bath.ac.uk)

# Extra Information

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## Time Commitments & Training

Exec Chair Training / 1 ½ hour

Doctoral Exec / 5 – 6 meetings per year / 1 hour

UDSC / 4 – 5 meetings per year / 4 hours

Doctoral Lunch / 4 meetings per year / 1 hour [Optional]

Doctoral Council / 6 meetings per year / 1 hour [Optional]

Any extra info about meetings e.g. You are expected to have read any meeting papers in advance of meetings.

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## Skills Development Opportunities

Check out our [student leaders development programme](#) for personal development training.

Confidence	x	Organisation/ planning	x
Decision making	x	Marketing	
Teamwork	x	Delegation	x
Time management	x	Financial Management	
People management	x	Negotiation	

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**Other:** Communicating effectively in meetings

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