

EAS Student Forum (SF) Lead and 2nd Staff Member: Role Profiles

(The 2nd EAS Staff Member supports the Lead in all the following activities and should be prepared to take on the Lead role in emergencies)

1. The SF Lead takes responsibility for the organisation and running of the SF, in liaison with the 'overseeing' EAS board member.
2. The SF Leads after acting as the 2nd SF staff member for 2 years. The Lead position is also for 2 years. The person who takes on the position of 2nd Staff Member must be prepared to continue as the Lead.
3. During these 4 years, both staff members must be prepared to miss the majority of the EAS main conference so as to be available for the SF sessions.
4. The 2 staff members work in conjunction with the 2 SF Student Delegates and the overseeing board member to plan, run and evaluate the SF.

Particular actions that this involves are the following:

5. Organising and planning the overall structure of the event.
6. Leading discussions on all aspects of the work i.e. setting up skypes and taking responsibility for minutes of each 'formal' meeting.
7. Leading on all work prior to the SF:
 - a. 6 months prior to conference (ptc) - preparation of the Nomination Letter for the EAS NCs
 - b. 5 months ptc - sending the Nomination Letter and Registration Form to the NCs

- c. As soon as possible but at the latest 3 months ptc – sending notice of acceptance to successful applicants
 - d. 3 months ptc – preparing a letter for the participants with general information about the SF programme, preparations required, schedule and travel information; preparing information for the EAS website and sending this to the overseeing board member
 - e. 2 months ptc - sending the final information letter to the nominated participants which includes the timetable and list of participants
 - f. 2 months ptc - adding information to the EAS website (via overseeing board member)
 - g. 2 months ptc - preparing the format of the SF members' reflective 'diaries'
 - h. 1 months ptc – sending prior reading to participants
 - i. 1 month ptc – ensuring the SF team is clear about roles and responsibilities during the event.
8. The SF staff members must liaise with the member of the board who has responsibility for NCs / keep them informed about any communication with NCs.
9. The SF staff members work with the Student Delegate from the host country to liaise with the main conference organiser regarding accommodation, rooming and any other matters related to the SF work.
10. The month after the conference - preparing the SF review and photos, and sending these to the overseeing board member for uploading to the website. The review is a general reflection on the SF by the Lead, in conjunction with the 2nd member of staff. (The 2 SF Student Delegates also, jointly, write a review, which they send to the Lead and to the overseeing board member who uploads these to Blackboard).
11. (In conjunction with the 2nd Staff Member and the 2 SF Student Delegates) preparing a report on the SF for the EAS board and sending this to the

overseeing board member. See appendix 1 for pro forma which is completed by the Lead, the 2nd Staff Member and each Student Delegate separately.

12. Discussing with the overseeing board member any difficulties that arise during the organisation or running of the SF.

13. The SF Lead takes responsibility for creating material for the EAS SF section of the website, which is then passed to the overseeing board member to finalise the design and to upload.

14. In the final year, the Lead takes responsibility for inducting the new SF lead (the 2nd Staff Member) who will shadow closely, prior to, during and in the review of the SF.

NB The Student Delegates take overall responsibility for the SF Facebook page; the SF Lead liaises with them about any formal information needing to be sent via Facebook.