# *Meeting wi****th staff as a class rep***

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| ***tasks before meetings*** | ***tasks during meetings*** | ***tasks after meetings*** |
| * Check the **location and time** of the meeting. If you need to arrive late, inform the chair/secretary well in advance.
* Check whether the meeting will **focus on any particular topics.**
* Gather the **views of your classmates**. Summarise these so you can give a concise account. Where appropriate, use the ABCD model.
* Do you have any **item to add** to the agenda (based on feedback from classmates)? Contact the chair/secretary of the committee to request this.
* Read the **meeting papers** including the minutes (notes) of the previous meeting.
* Ask the Student Union for help if there are matters that you do not understand.
* In some cases, you might **consult with other reps** to check if their courses share similar concerns.
 | * Take a **notebook** with you. In matters relevant to your course, participate actively in discussions and take adequate notes.
* **Arrive on time.**
* When giving the opinions of classmates, remember the **ABCD of effective feedback.**
* Don’t be afraid to **ask questions**. Staff will probably use jargon and technical language, and it is ok not to understand something. (But it is less ok if you were not listening!)
* **Listen carefully** to other speakers, so you can respond or ask questions.
* **Support other** course reps in the meeting.
 | * **Reflect on your contributions** to the meeting. Did you achieve what you intended? What could you do differently?
* **Report back** to your classmates a brief summary of any relevant outcomes or decisions made. You may be able to arrange a few minutes to speak to the class, if you ask your tutor.
* **Check the minutes** (meeting notes) when they are sent out. If you believe something important has been missed, you can contact the chair.
* Check if you have any **action points**. Make sure you do anything you have been asked to do.
* Are there any **points that you should follow-up** with your tutor or with the students’ association?
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