# *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? |