



Association for Student
Residential Accommodation

Regional Representative Job description

Purpose of Post

- To co-ordinate and represent regional activity within a designated region of ASRA

Principal Duties

- To arrange 2 regional meetings a year preferably a year in advance
- To chair these meetings and to circulate minutes afterwards
- Liaise with training officer and regional members for training needs of region
- To act as focus for the region for informal advice and to feed information back to members
- To welcome and support new members in the region
- Dissemination of relevant information from management committee to members
- To represent the view of the region to the ASRA committee
- To highlight specific areas of interest within region for ASRA publications
- To attend the annual conference
- To keep the ASRA Web Manager advised of the up to date information with respect to the region
- To post the regional meeting's minutes on the website via the web manager
- To post the forthcoming dates of regional meetings on the website: www.asra.ac.uk via the web manager
- To feed any training contacts to Training Officer.
- Web manager: Jonathan Chandler - j.e.s.chandler@gre.ac.uk

- To work to the ASRA Constitution, Standing Orders and Financial Regulations.
- To attend ASRA Management Committee meetings or to otherwise send apologies and a report if attendance is occasionally not possible.

Other Information

- ASRA stationery available from secretary