

DRG Senior Committee Role Descriptors - 2024/2025

Position	Role Description	Responsibilities
Chair	The chair of the DRG is appointed via election by the general and senior committee members of the group. The chair is responsible for the overall management of the DRG working in coordination with the senior committee. They sit on several University-level committees, including the Strathclyde Doctoral School Management Board.	• Responsible for the overall management of the DRG • Act as the main point of contact between the Strathclyde Doctoral School, Strathclyde Student's Union and PGRs • Organise the general monthly meetings including any additional meetings which are relevant • Work with the senior committee and heads of committees to drive the overall direction of the group • Work to ensure that the voices of the PGR community are heard and that actions are taken to address any issues experienced • Work with the outgoing chair to ensure a smooth transition of leadership • Act as lead representative of the PGR community
Co-chair (Secretary and Tresurer)	In the 2024/2025 academic year, two Co-Chair positions will be available in addition to the outgoing co-chairs roles. This has been selected intentionally, to ensure diversity of experiences and perspectives on the senior committee, offering their unique viewpoints to different vital university groups. One Co-Chairs will act as the treasurer of the group, the other as the secretary.	• Support the Chair in key decision-making processes and responsibilities • Act in the best interests of the PGR community in the absence of the Chair • Attend the monthly general meetings (MGM), and any other relevant meetings that are required and take meeting minutes • Liaise with the other senior committee members, ensuring they are fully supported in their role • Generate funds for the groups' activities.

DRG Committee Head Role Descriptors - 2024/2025

Position	Role Description	Responsibilities
Head of ED&I Committee	The Head of the ED&I committee will be focusing on providing a voice for PGRs across the university, working to deliver projects that will make a positive impact on our community. They will draw on the experiences of existing specialist ED&I groups at Strathclyde and beyond but ultimately, they will seek to improve and highlight ED&I for all PGRs.	- Recruit an ED&I committee to support with projects, initiatives, etc., as required - Conduct surveys, collect data and present results, as relevant - Collate information about individual departmental ED&I groups. - Undertake ED&I events, initiatives, etc. relevant to the DRG and PGR community
Head of Communications Committee	The Head of the Communications Committee will be responsible for promoting DRG interests and events and engaging more broadly with the PGR community online. The focus for the upcoming year will include increasing PGR engagement across all four faculties in the hope of widen our reach and build up key networks both internally and externally of the university.	- Recruit an comms committee to support with projects, posts, etc., as required - Monitor project progress and set deadlines - Act as a project manager in the planning and execution of comms projects - Evaluate project performance
Head of Events Committee	The Head of the Events Committee will responsible for the primary organisation and planning of events throughout the calendar year – including 3MT, peer support opportunities, etc with the support of the entire DRG.	- Recruit an organizing committee to support with event logistics, as required - Act as a project manager in the planning and execution of events - Organise and chair the event planning committee meetings - Monitor project progress and set deadlines - Coordinate event volunteers before and during the event - Evaluate project performance - Write a summative report after the Symposium, where relevant

Head of DSMS Committee	The DSMS is one of the DRG's Flagship projects run collaboratively by the DRG and the SDS. This position, originally held by the Chair of the DRG has been created as to distribute the workload more evenly throughout the DRG senior committee.	• Recruit an organizing committee for the symposium • Act as a project manager for the DSMS • Organise and chair the DSMS committee meetings • Monitor project progress and set deadlines • Coordinate event volunteers before and during the event • Evaluate project performance • Write a summative report after the Symposium
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