



## Are you interested in being a BSA Postgraduate Forum Co-convenor?

*The BSA Postgraduate Forum is looking for new Co-convenors to join the team. We work together to make sure that student members of the Association are kept up-to-date with matters of specific interest to them.*

Co-convenors also facilitate contact between student members and the BSA Advisory Forum. In return for their hard work and dedication, Postgraduate Forum Convenors are offered a free place at the BSA Annual Conference and all travel expenses are reimbursed.

Co-convenor tasks include:

- Monitor the BSA PGForum's social media accounts, respond to messages and engage with other prominent figures on social media, to promote events run by the PGForum and BSA
- Update the PGForum webpages with event news and blog posts
- Assess funding applications for the BSA Support Fund and the PGF Regional Event Fund
- Organise the Postgraduate workshops/events at the BSA Annual Conference.
- Representing the interests of Postgraduate members at BSA Advisory Forum meetings.
- Maintaining and promoting the Forum more generally as a team.

The new convenor(s) will also share other duties, including attending on average one Advisory Forum meeting and two PG Forum meetings per year; quickly and efficiently dealing with email correspondence regarding Support Fund applications and other business; overseeing the organization of a session for the PG Day and spearheading new initiatives that will benefit the PG Forum community. While the time commitment for this role is flexible, with responsibilities shared between convenors, and the workload varies over the year, applicants can expect to devote between 4 and 16 hours per month to PG Forum responsibilities.

Life as a convenor requires a time commitment and, while this can be flexible and shared between convenors, we would recommend discussing this with your supervisor before applying. However, we feel the depth it can add to the whole PhD experience- allowing us to engage and collaborate with postgraduates and senior academics nationally- unquestionably makes up for that.

To apply, please email [enquiries@britsoc.org.uk](mailto:enquiries@britsoc.org.uk) an expression of interest in a Co-Convenor position that includes what you could bring to, and how you could benefit from, the role by **Friday 31<sup>st</sup> January 2022**.