

# Role Description

## Postgraduate Representative



### Description:

Postgraduate Members of the Committee are elected to represent the views of postgraduates to the committee. PG Members organise an annual study day and help to ensure that the committee is alert to the changing needs and views of the postgraduate community across the country.

According to the Society constitution up to three Postgraduate Representatives shall be appointed by the steering committee and confirmed by the AGM for a non-renewable period of two years.

### Principal responsibilities:

- To organise an annual Postgraduate study day in collaboration with the Association for Modern and Contemporary France (ASMCF). The day should contain a mix of professional development sessions and opportunities for postgraduates to represent their research.
  - PG representatives should liaise with their counterparts in the ASMCF.
  - PG representatives can seek advice and guidance on organising the study day from the Society committee and in particular the Society Conference Organiser.
- To help in the organisation of the French History Network (FHN) blog
  - PG representatives should liaise with the Editors of the FHN Blog and the Society Web Editor.
  - Previous reports on the Study Day can be found on the FHN Blog (<http://frenchhistorysociety.co.uk/blog/?cat=8>)
- To attend committee meetings and AGMs and provide reports on their activities. The committee normally meets in late June/early July at the Annual Conference, and in January at the Annual Douglas Johnson Memorial Lecture in French History (normally held in London).
  - Expenses for travel can be reclaimed for attending committee meetings. Please use the expenses form on the Society website. (<http://frenchhistorysociety.co.uk/Forms.htm>)

Andrew W M Smith (Secretary), July 2016