**TaPRA Postgraduate Representative**

**Role Description**

TaPRA’s Postgraduate Committee is represented by three Postgraduate Representatives. All three Representatives sit on TaPRA’s Executive Committee.

**Objectives**

The TaPRA Postgraduate Committee aims to:

* Represent and respond to TaPRA’s postgraduate constituency.
* Sustain and develop a postgraduate community which shares and fosters theatre and performance research, particularly at the annual postgraduate symposium.
* Provide supportive environments for postgraduates to meet and interact during the annual conference.
* Organise informative lectures on career development and research skills at the annual conference.

**Responsibilities**

The role of a TaPRA Postgraduate Representative is:

* To represent postgraduate members at TaPRA Executive Committee meetings.
* To organise events for postgraduate students at the TaPPRA annual conference.
* To organise an annual symposium (formally called an interim event) for the presentation of postgraduate research.
* To manage the Postgraduate pages on the TaPRA website.
* To manage the TaPRA Postgraduate email account.
* To manage TaPRA social media.
* To recruit new postgraduate members where possible outside of the conference, particularly through the annual symposium.
* To promote the TaPRA annual conference, postgraduate symposium, postgraduate essay prize and postgraduate bursaries to postgraduate students.
* To hold an appropriate number Postgraduate Committee meetings to maintain all the above.

**Relationship to Other TaPRA Executive Committee Roles**

Though this is not an exhaustive list, the TaPRA Postgraduate Representatives may communicate with the Executive Committee about the following where necessary through the course of a year.

* **Treasurer/Membership Secretary:** Postgraduate memberships. Postgraduate symposium delegates. Expenditure on postgraduate events. Travel subsidy for postgraduate bursary winners. Travel costs for postgraduate sub-committee members for attending exec meetings.
* **Secretary:** Send report of PG events. Send agenda items. To discuss minutes of meetings, in the unlikely event of anomalies. To send apologies.
* **Conference Officer:** To make plans for upcoming conferences. To find out PG data from previous conferences.
* **Research Officer:** For discussion of possible research initiatives, such as the recent relationship with *Platform: Journal of Theatre and Performing Arts*.
* **Liaison Officer:** For discussion of possible links with third parties, such as publishers offering a lecture on ‘getting published’ at the annual conference.
* **Working Group Coordinators:** Relationships TBC, but possible cross-over with working group themes either for an event at the annual conference or at the annual postgraduate symposium. TaPRA PG Committee operates in the same ways and according to the rules of other working groups that make up the TaPRA community. Therefore, there may be opportunity in the future for the PG Committee to collaborate with other working groups at future events.
* **Website Officer:** Uploading content to TaPRA PG area of website