**Chair of the school Research Staff Forum**

**List of duties**

1. Organise a termly meeting of the RSF:
	1. Wednesday lunchtimes are good as there are no group meetings – watch out for clashes with Royal Met Soc meetings. Day and times are of course dependent on the availability of the invited speaker.
	2. Aim to have the meeting 2-3 weeks before the Termly Staff Meeting (not always possible) this allows for all the minutes to be written up and summarised for the Termly Staff Meeting document.
	3. Invite a speaker to talk on a relevant topic, ~ half the meeting.
	4. Ensure there is time to have reports from committee members at the meeting and to have any other points for discussion raised.
	5. The first email advertising the meeting should be sent to research@met.reading.ac.uk and the invited speaker. A reminder email a couple of days before the meeting should also be sent to met-pdra@lists.reading.ac.uk .
	6. Obtain minutes from minute taker 1-2 weeks after the meeting and forward to web representative.
2. Attend the Termly Staff Meeting (TSM) as the PDRA representative:
	1. Prepare a report for the TSM and send to TSM organiser when requested (currently, 2016, Debbie Turner).
	2. Raise any concerns at the meeting.
	3. Highlight anything of note from the termly RSF meeting.
	4. Disseminate any relevant information back to research staff, either via email – or at the next meeting as appropriate.
3. Be involved with the maintenance and advertising of the PDRA email list (met-pdra@lists.reading.ac.uk).
4. Deal with ad-hoc questions from PDRAs.
5. When new starter takes over chairing the forum, pass on their details to Debbie and let web administrator know so that appropriate changes can be made and add admin privileges on the PDRA email list.

If necessary (need to consult with Visitor Programme Coordinator, currently Michaela Hegglin 2016) organise coordination of the Distinguished Visitor Programme (DVP)

* 1. Arrange a suitable time for a meeting where any grant-funded member of research staff can attend and propose the name of a distinguished visitor.
	2. At this meeting two names should be selected.
	3. Organise a doodle poll for all PDRAs to vote on these two names to select a visitor.
	4. The visit should then be coordinated by the proposer of selected visitor.

*Acronyms:*

RSF: Research staff forum (department and school)

TSM : Termly staff meeting (departmental)

DVP: Distinguished visitor programme