



ROLE DESCRIPTION

Role title

BDA Student Representative

Report to

BDSA President and BDA Student Committee Chair

Objectives of the role

The BDA Student Representative is a dual role, firstly as member of the British Dental Students Association (BDSA) Committee and secondly as member of the BDA Student Committee.

This position has two sets of responsibilities:

1. Sit on the BDSA Committee to support the annual social events
2. Sit on BDA Student Committee to represent UK dental students and deal with political matters.

The BDA and BDSA are two separate organisations that work closely together. The BDA is the trade union and professional association for dentists and dental students. Whilst the BDSA is a voluntary run organisation, run by dental students, to look after the social side of student life.

Main duties and responsibilities

- **Meeting attendance**
Attend BDSA (morning) and BDA Student Committee (afternoon) meetings twice a year in London: spring and autumn. It is the role of the reps to represent and put forward the views and opinions of their fellow students at these meetings. All reps must also vote in the BDSA constitution at the September meeting.

Expense are paid for these two meetings by the BDA. These should be claimed back from the BDA after the meeting by completing an expense claim form and sending original receipts back to the BDA.

Main duties and responsibilities: British Dental Association

- **Support and champion BDA campaigns and activities**
- **Canvas student opinion prior to BDA Student Committee meetings**
Prior to BDA Student Committee meetings canvas student opinions to find out if there are any issues to raise.
- **Read papers prior to BDA Student Committee meetings**
Prior to BDA Student Committee meetings read the papers that are sent out. Bring a copy (electronic or paper) along to the meeting so you are ready to discuss the contents.
- **Complete rep feedback reports to dental schools**
After every BDSA and Student Committee meeting provide a written feedback report to your dental school. The reports ensure information is being disseminated from the reps to their respective dental schools.
- **Dental school society**
BDA reps are also part of their dental school society. They should relay any relevant information to their society committee and vice versa.
- **Promote BDA membership within dental schools**
This includes forwarding BDA emails to students, sharing BDA social media posts, plus any other activities to promote BDA student membership.
- **Support and promote BDA events within dental schools**
Work with the BDA to arrange dates for lecture speakers, venues, plus promote events to students.
- **Act as the BDA school student contact**
- **Approach the BDA about matters of student concern**

Main duties and responsibilities: BDSA

- **Attend the BDSA Annual General Meeting (AGM)**
The AGM is usually held on the Saturday of the annual BDSA Conference. BDA reps should attend the AGM and vote in the new BDSA Executive Committee.

- **BDSA Sports Day**

Once the dates for the Sports Day are confirmed by the BDSA Secretary, BDA reps should inform their dental school as soon as possible. All BDA reps, except those of Leeds and Manchester dental schools, are responsible for selling tickets to their students for the annual Sports Day (in Leeds and Manchester this responsibility falls to their societies' sports reps instead). Everyone should endeavour to follow deadlines given by the Secretary, for example payment deadlines. Reps are also responsible for organising transport for their students to and from the city where the event is being held. Reps should circulate the BDSA Behaviour Policy to their students prior to the event.

- **BDSA Conference**

Once the dates for annual BDSA Conference are confirmed by the Conference Organiser, BDA reps should inform their dental school as soon as possible. It is important to inform the dental school that students will require two days off in order to attend the lectures of the conference (usually a Thursday and Friday). All BDA reps are responsible for selling tickets to their students for the conference. Everyone should endeavour to follow deadlines given by the Conference Organiser, for example payment deadlines. Reps are also responsible for organising transport for their students to and from the city where the conference is being held.

The whole committee should encourage 100% attendance to the lectures at the annual conference. Reps should circulate the BDSA Behaviour Policy to the students prior to the event. Reps should tell delegates that Dental School Deans will be informed if lectures are not attended. Deans give time off clinic to attend conference, so if lectures are not attended this is an unauthorised absence.

- **Promote BDSA**

Publicise BDSA events.

- **Douglas Jackson Grant**

Reps should help the BDSA Communications Officer and BDSA Treasurer advertise the Douglas Jackson Grant to their dental school. They should encourage their dental school to submit applications for the grant and advise students whether applications are appropriate and meet the guidelines.

- **Handover at the end of tenure as rep**

At the end of your term you need to:

- arrange a handover meeting with the incoming Junior Representative
- inform the BDSA Communications Officer of the name and contact details for the new rep
- email **students@bda.org** and the BDSA President with the full name, email address and phone number of the new rep
- send a copy of this role description to the new rep
- add the new rep to the BDSA Committee Facebook group.

PERSON SPECIFICATION

The following skills and attributes are desirable

- Be passionate about the BDA and BDSA and keen to ensure UK dental students are represented on a political level.
- Excellent personal organisation skills, including the ability to prioritise, plan, and work well with others to ensure meetings/events can run smoothly and efficiently.
- Excellent interpersonal, written and verbal communication skills. Confidence in ability to interact with people at all levels.
- Demonstrable experience of working as part of an effective team.

SELECTION PROCESS

- BDA Student Representatives hold office for two years.
- The Junior Representative is voted in at Dental Society elections.
- The Junior Representative then automatically progress to Senior Representative after one year.
- Reps should be in the third year or above for undergraduate dental schools, second year and above for postgraduate schools. For example, for an undergraduate dental school - a third year student as the Junior Rep, a fourth-year student as the Senior Rep.
- **Additional responsibilities**
As well as all the responsibilities outlined above, the following BDA reps have extra responsibilities determined by their dental school:
 - King's College London – the reps are also the school EDSA representatives.
 - Liverpool – the reps are also the sponsorship reps for the dental school society.
 - UCLan – the Junior BDA Rep is also the school's society President.

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