

# FACTSHEET



## Role of a SSAGO Rep

FS: 25

### Introduction

This factsheet aims to define what a SSAGO rep is and give the requirements of this position.

### What is a SSAGO Rep?

A SSAGO rep acts as a representative of their SSAGO club at SSAGO Full Committee meetings (Rep's Meeting) held at every rally. Some clubs have a person who has the specific position of 'SSAGO Rep' on their club committee whereas others write it into the job description of a committee member. This is a club's choice but it is expected that a representative from each club in attendance at rally attends Reps' Meeting, hence the position needs to be filled by someone.

### Role before a Full Committee Meeting

The SSAGO rep should be aware of the agenda for the Full Committee (Reps' meeting) before the day of the meeting. The rep is responsible for gathering feedback from their club regarding any policies, changes or issues due to be discussed at the meeting for feedback to other reps and the exec. The SSAGO rep is also responsible for gathering any information from club members that may need to be discussed in Any Other Business at the meeting or sent to the SSAGO secretary in advance for inclusion on the meeting agenda.

### Role during a Full Committee Meeting

It is expected that a SSAGO rep provides feedback to the SSAGO executive at a Full Committee meeting on any policies, changes or issues being discussed on behalf of their club. Having gathered information from club members before the meeting a SSAGO rep should make a vote on behalf of their club, ie the opinion of the club members rather than the rep's personal opinion/choice.

If SSAGO reps have requested the inclusion of an agenda item they should be prepared to discuss this at the meeting. They should also be prepared to bring up any other sensible issues that have been brought to their attention by their club members.

### Role following a Full Committee Meeting

A SSAGO rep should provide feedback to their club committee and members (where appropriate) on any decisions or announcements made at the Full Committee meeting. They are responsible for providing extra feedback to the exec where required following discussions at Full Committee meetings.

A SSAGO rep is also responsible for taking a copy of SSAGO News and ensuring it gets around club members for them to read.