Society Reps Role Guidance

Objectives

- Promote The Society and its publications
- Provide membership support to student and Postgraduate members, encouraging engagement and membership progression
- Work with other Society Representatives within your region, including providing welcome, support and sharing best practice
- Promotes The Society’s meetings and activities to your university
- Nominate potential successors and undergo a handover process as appropriate
- Where there is more than one Rep per university, coordinate activities through fellow Reps to ensure all Grant and Prize applications are agreed and submitted via one individual (where applicable).
- Engage with and encourage members to contribute to the membership community online - https://www.physoc.org/member-area/member-community/

Full details of the role are available in the code of conduct.

So we are able to arrange a visit to discuss the role and get to know you, please confirm your availability for a visit from The Society by emailing the Membership Engagement Manager – jhappe@physoc.org

To help us support you in your role to promote membership and The Society, we need to know how physiology is represented at your institution. Please complete our insight report and provide the information here – https://www.physoc.org/join/societyreps/society-representative-insight-survey/

Useful resources

- Familiarise yourself with the other Society members at your institution by searching the member directory – https://portal.physoc.org/Membership-Directory
- Get to know the schemes and prizes you can support and promote by reading the summary below
- Keep up to date with the latest information by reading The Society newsletter and Rep bulletin

Society schemes to promote

<table>
<thead>
<tr>
<th>SCHEME</th>
<th>APPLICATIONS OPEN</th>
<th>APPLICATIONS CLOSE</th>
<th>DETAILS</th>
<th>WHO IS ELIGIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otto Hutter Prize Lecture</td>
<td>Beginning of July</td>
<td>End of September</td>
<td>To recognise outstanding teachers of undergraduate physiology and to raise the profile of physiology teaching.</td>
<td>Members and Non-Members</td>
</tr>
<tr>
<td>Rob Clarke Awards</td>
<td>End of Feb</td>
<td>End of April</td>
<td>Recognise the excellence of research carried out by undergraduates</td>
<td>Undergraduates and Postgraduate members within one year of graduation</td>
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<tr>
<td>Springboard Studentship</td>
<td>Tbc</td>
<td>Tbc</td>
<td>For undergraduates to experience research in physiology</td>
<td>Undergraduate &amp; Masters Members</td>
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UK only
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<tr>
<th><strong>Institutional Engagement Award</strong></th>
<th><strong>Beginning of September</strong></th>
<th><strong>Beginning of October</strong></th>
<th>Funding to support engagement at institutions, promoting membership and The Society. Examples of categories that can be funded include teaching symposia, outreach events, internal conferences, departmental seminars.</th>
<th>Society Reps, Full Members, only</th>
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<tbody>
<tr>
<td><strong>Undergraduate Prize</strong></td>
<td><strong>Beginning of Jan</strong></td>
<td><strong>End of December</strong></td>
<td>Nominate either the best BSc Honours physiology research project or outstanding BSc student who has performed consistently well throughout their physiology degree course.</td>
<td>Society Reps, Full or Postgraduate Members to nominate, nominees do not have to be Undergraduate &amp; Masters member</td>
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**Society Reps Meeting**

The Reps meeting usually takes place each year and is a chance for Reps to get together to share best practice and overcome challenges.

Details of the next meeting will be emailed to you.