

## Society Reps Role Guidance

### Objectives

- Promote The Society and its publications
- Provide membership support to student and affiliate 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).

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 – [jbrammer@physoc.org](mailto:jbrammer@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 – <http://www.physoc.org/society-rep-institution-insight>

### 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

SCHEME	APPLICATIONS OPN	APPLICATIONS CLOSE	DETAILS	WHO IS ELIGIBLE
<b>Research Grants</b>	End of December	End of February	Those within the first 3 years of their first permanent post UK only	Members and Non-Members UK only
<b>David Jordan Teaching grants</b>	Beginning of July	End of September	Support the development of educational practice and/or resource. Needs to have impact outside of applicant's institution, and preferentially host country.	Members and Non-Members UK only
<b>Otto Hutter Prize Lecture</b>	Beginning of July	End of September	To recognise outstanding teachers of undergraduate physiology and to raise the profile of physiology teaching.	Members and Non-Members
<b>Public Engagement Grants</b>	End of October End of March	Mid-January Mid-June	To support running a large public activity/event discussing physiology (including non-members)	Members and Non-Members
<b>Rob Clarke Awards</b>	End of Feb	End of April	Recognise the excellence of research carried out by undergraduates	Undergraduates and Affiliates within one year of graduation

<b>Summer Studentship Scheme</b>	End of November	End of January	For undergraduates to experience research in physiology	Undergraduate Members
<b>Departmental Seminar Scheme</b>	End of July	End of September	Help with the costs of attracting visiting speakers by contributing to the costs of travel and accommodation, supporting seminars on a physiological research area.	Society Reps, Full or Affiliate Members, only
<b>Techniques Workshops</b>	End of May	Early July	To hold a workshop that enables physiologists to develop their practical laboratory skills, whilst also gaining a theoretical understanding.	Members only
<b>Undergraduate Prize</b>	Beginning of Jan	End of December	Nominate either the best BSc Honours physiology research project or outstanding BSc student who has performed consistently well throughout their physiology degree course.	Society Reps, Full or Affiliate Members to nominate, nominees do not have to be undergrad member

Full details of all schemes can be found here - <http://www.physoc.org/grants> and <http://www.physoc.org/education-prizes>

## 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.