

SMA Student Representative

Role description

- The Student Rep. is responsible for **organising the Student Colloquium** which should take place before the last Council meeting of the year (preferably in November). The purpose of the Colloquium is to attract new student members to the society (see below).
- Promoting the Society via the **Society's social media accounts**, via the Facebook group 'Society for Medieval Archaeology' and the Facebook page 'Society for Medieval Archaeology Student Colloquium'.

SMA Student Colloquium

Guidelines

- The colloquium should take place in November (before the last Council meeting which usually is in December).
- The colloquium usually lasts 2-3 days, including a fieldtrip or excursion in the local area.
- The Society will fund the event with c. £500-£600. External sponsors, such as publishers, local archaeology societies and museums are ideal but not a requirement.
- The sum from the Society should cover lunches and tea breaks for two days.
- The Student Rep.'s university will normally be expected to provide a venue for free at the university.
- The number of delegates has varied over the years, but usually around 30-45 people attend the colloquium.
- The colloquium is free for students who are members, and costs £20 for non-members. It is open to all members of the society.
- The colloquium normally includes a keynote speaker, who should be invited well in advance. The keynote speaker's expenses will be paid by the Society.

Students interested in applying for the role of SMA Student Representative should consult with their supervisor(s) and provide them with a copy of this Role Description and Colloquium Guidelines.