

CLASS REPRESENTATIVE JOB DESCRIPTION- 2017-2018

The Class Representatives act as an extension of the class they represent. They are the link between their class, and the academic leaders of their program and the Students' Association.

PROGRAM COUNCILS

Program Councils are intended to provide a forum for Class Representatives, faculty and the academic manager of a specific program to discuss topics related to the program. A secondary benefit is a continuing dialogue on issues that require attention and vigilance over time. The Class Representative is to bring forward any opinions, concerns and ideas from their classmates regarding their academic experience.

CLASS REP MEETINGS (formerly STUDENT FORUMS)

It is the mission of the Algonquin Students' Association to create an environment that inspires a passion for student success.

The Class Rep Meetings are tools for the Students' Association for several reasons. One aspect of Class Rep Meetings is to gather the opinions, concerns and ideas from Class Representatives in regards to their experiences at Algonquin College. The other aspect is to seek feedback from the Class Representatives regarding college policies, changes to the college environment, effectiveness of communication, etc. The Board of Directors is dependent upon the invaluable feedback they receive from Class Representatives in order to make the best decisions for the student population and the future of Algonquin College.

CAMPUS VIBE

Campus Vibe serves as a tool for the Class Representatives to have an on-going method of communication between the Class Representatives and the Students' Association. Class Representatives can use Campus Vibe to retrieve documents, ask questions or participate in discussions and/or polls.

BENEFITS of being a Class Representative

1. Opportunity to exercise leadership and initiate change
2. Opportunity to voice the opinions, concerns and ideas of your classmates so they may be addressed
3. Receiving first-hand information from program leaders and the Students' Association regarding their activities and services
4. A leadership certificate* recognizing your contributions and leadership skills for excellence in the position and meeting the job description (*must meet minimum requirements)
5. Opportunity to win the Student Services Class Representative award at the end of the year (3 awards available, one for each campus)

Your RESPONSIBILITIES as a Class Representative will be to:

1. Act as a liaison between the students and the academic leaders and the Students' Association.
2. Represent your class at Class Rep Meetings.
3. Represent your class at Program Councils.
4. Ensure your classmates are properly represented and are well informed.