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| **Date:** September 06, 2017**To:** Deans, Chairs, Program Coordinators, and Faculty (Woodroffe Campus)**From:** Claude Brulé, Senior Vice President, Academic Victoria Ventura,President, Students’ Association**Subject: Class Representative Elections** |  |

The Class Representatives act as an extension of the class they represent. They are the link between the class and their Coordinators, Chairs and the Students’ Association. It is expected that there will be a Class Representative for every group in every level of every program so as to ensure that all students are properly represented at Program Councils and Class Rep Meetings (previously called Student Forums).

***Deadline for Class Representative Elections:*** ***Wednesday, September 20, 2017***

Please review the attached Job Description with the students prior to the election of the Class Representative so that they are aware of the responsibilities.

Only ONE elected Class Representative per group is to be identified on the form. An alternate can be elected but contact information is not required and they should not attend the Forums if the elected Rep is going to be in attendance.

***Deadline for submission of Class Representative Forms: Friday, September 22, 2017***

Completed forms can be dropped off at the SA Office, E114 at Woodroffe or sent electronically to Annie Thomlinson at thomlij@algonquincollege.com.

Should there be a vacancy, the Students’ Association Board of Directors will follow up with the program contact (Dean, Chair, Coordinator or Faculty member). The Students’ Association Board of Directors will be tracking trends throughout the college programs via Class Rep Meetings about Program Council meetings.

Thank you.

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| ***Woodroffe – Class Rep Training***  | Tuesday, September 26, 2017, @ 2:00 pm, Location tbcOrThursday, September 28, 2017, @ 1:00 pm, Location tbc |
| ***Woodroffe – Class Rep Meeting #1*** | Wednesday, October 11, 2017, @ 12:00 pm, Location tbc |
| ***Woodroffe – Class Rep Meeting #2*** | Monday, November 13, 2017, @ 12:00 pm, Location tbc |

***Attachments:***

Class Representative Job Description – *revised September 2017*

Class Representative Registration Form (Ottawa)

Policy AA 03 Program Council

Policy AA 03: Program Council Minutes Template