



Class Representative Job Description

The *Class Representative* should act as an extension of the class they represent and the link to the Students Association. This *Representative System* is vital to maintaining a **strong link** in communication.

It is the mission of the Students' Association of Algonquin College of Applied Arts and Technology Corporation to create an environment that inspires a passion for student success. In the Algonquin InstaGuide under the Students' Association, the following statement is made:

"The existence of the Students' Association is extremely important. The Board of Directors, along with the assistance of staff, uphold the rights and privileges of you, the student. Without the responsible and conscientious management of this organization, students concerns would not be addressed; without these dedicated individuals, many important issues would not be advocated."

We are asking you to become one of the dedicated individuals who will see that students' concerns are addressed within the College. You will be the link that enables your class to have a voice at Student Forums and have your classmates' issues heard at Program Councils. The Students' Association will make the Class Representative experience a benefit for you and your class.

The *Benefits* of being a *Class Representative* are:

1. The chance to exercise leadership and initiate change;
2. An opportunity to voice the opinions, concerns and ideas of your classmates so that they may be addressed;
3. Receiving first-hand information from the Students' Association and Algonquin College regarding its activities and services;
4. An appreciation certificate recognizing your contributions and leadership skills for excellence in the position and meeting the Job Description.

Your *Responsibilities* as a *Class Representative* will be to:

1. *Act as a liaison between the students and the Students' Association.*
The Students' Association can not be everywhere at once. Students hear more than we will ever be able to and we need to hear these issues. Your job as a Class Representative will be to tell the Students' Association your fellow classmates' concerns.
2. *Represent your class at Student Forums.*
By attending regular Student Forums, two per semester, it is your opportunity to convey to the Students' Association your classmates' concerns about Algonquin College.
3. *Represent your class at Program Councils.*
Program Councils are designed for you and your program. It is preferred that you attend these meetings and express any issues that your classmates have about the program.
4. *Ensure that students are properly represented and completely informed.*
A Class Representative's primary responsibility is to ensure that students in your class are informed of what the Students' Association and Algonquin College are doing for them and that both organizations are doing what the students want them to do. It is your representation of the student body that makes this possible.