

## **CLASS REPRESENTATIVE ROLES AND RESPONSIBILITIES**

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

Class Representatives act as a voice for the students they represent and serve as a key communication link between students, faculty, Academic Leaders, and the Students' Association. To become a Class Representative, a student must be enrolled in a full-time postsecondary program and is normally elected by their classmates. Class Representative elections are typically held within the first four weeks of the academic term for odd-numbered program levels (Levels 1, 3, 5, and 7).

Where an election is unsuccessful or cannot be completed, a Class Representative may be appointed by the professor to ensure student representation.

Each level and section of a program must be represented at a minimum. In larger programs or programs with multiple sections, more than one Class Representative may be selected to ensure effective representation and continuity when a representative is unavailable.

### **PROGRAM COUNCILS**

Program Councils provide a forum for Class Representatives, faculty, Program Coordinators, and Academic Administrators to discuss topics related to the program and the student academic experience. They support ongoing dialogue on issues that require attention over time.

Class Representatives are expected to bring forward opinions, concerns, and ideas from their classmates regarding their academic experience. The first Program Council meeting is scheduled within the first six weeks of the academic term and may occur no later than Week 9.

### **CLASS REP MEETINGS**

Class Representative meetings provide an opportunity to gather feedback from Class Representatives regarding their experiences at Algonquin College, as well as input on College policies, changes to the learning environment, academic matters, and the effectiveness of communication.

The Students' Association Board of Directors relies on this feedback to support informed decision-making on behalf of the student population. Class Representative meetings are normally held early in the academic term, with timing communicated directly by the Students' Association.

### **BENEFITS**

- Exercise leadership and contribute to positive change;
- Voice the opinions, concerns, and ideas of classmates so they may be addressed;
- Receive first-hand information from Academic Leaders and the Students' Association regarding programs, services, and initiatives;
- Be eligible for recognition on the Co-Curricular Record (subject to completion of responsibilities);
- Be considered for Student Leadership Awards (as applicable).

### **RESPONSIBILITIES**

Class Representatives are expected to:

- act as a liaison between students, faculty, Academic Leaders, and the Students' Association;
- represent their peers at Class Representative meetings;
- attend and complete required training;
- represent their class at Program Council meetings;
- gather feedback from classmates and communicate relevant information back to students; and
- ensure classmates are appropriately represented and kept informed.