

[GP11] Duties of the Class Representative Coordinator

The Class Representative Coordinator (CRC) is appointed by the Board each year from the Directors-elect. The purpose of the CRC is to help the Board and Class Representatives fulfill their obligations regarding the Class Representative meetings and Program Councils (see Algonquin College policy *AA03 – Program Councils*).

The coordinator is responsible for managing and overseeing the Class Representative program. Their role is to:

1. Immediately following the confirmation of the Class Representative meeting schedule, direct the CEO to initiate the planning process for all logistics and preparations required for the meetings,
 - (1) The coordinator is responsible for assisting in coordinating with guest speakers, as required.
2. Ensure the recruitment and election process for Class Representatives each semester,
3. Ensure the eligibility, registration, and training of elected Class Representatives,
4. Prepare meeting agendas. The agendas will be Board-driven with topics drawn from issues raised and prioritized by students as much as possible.
5. Confirm the final agenda for all Class representative meetings.
 - (1) Must consult with Directors in preparation for agendas at least fourteen (14) days in advance.
 - (2) Agendas will be completed and ready for distribution by the CEO or delegate at least seven (7) days prior to each Class Representative meeting, except for meetings called in emergency.
 - (2.1) The coordinator will send draft agendas to the CEO or their delegate at least ten (10) days prior to the meeting to allow sufficient time to be turned into a proper agenda.
6. Chair Class Representative meetings at the Ottawa campus.
7. Ensure that all meetings are facilitated with strict attention to beginning and ending the meeting on time, and covering the materials outlined in the agenda.

8. Ensure Directors at the Perth and Pembroke campuses attend an educational session in June on facilitating meetings with the CRC and CEO.
9. Ensure meeting minutes are recorded and archived.
 - (1) A copy is to be provided to the Secretary of the Board.
 - (2) A copy is to be provided to any College department(s) that would benefit from the feedback collected and materials discussed.
 - (3) Documentation resulting from each Class Representative meeting shall be made available to all Class Representatives no later than seven (7) days following the meeting.
10. Ensure Directors are included in communication with Class representatives.
11. Report monthly to the Board on Class Representative Program activities, action items, and updates.
12. Prepare action items for the Board with information derived from Fall and Winter Class Representative meeting minutes.
13. Complete the CRC annual transition report.

Approved: 04/25
Reviewed:
Modified: 01/26