

[GP20] Class Representative Program

The purpose of Class Representative meetings is linkage with the membership. To accomplish its outputs regarding representation of Activity Fee-paying students in the creation of Board policy, the Board will perpetuate structured-yet-evolving Class Representative meetings in response to student expectations and recommendations.

1. The Board shall schedule Class Representative meetings and facilitate and inspire membership participation.
 - (1) A minimum of one (1) Class Representative meeting shall occur at each campus each semester.
 - (1.1) The Board shall conduct at least one open linking session with all students per semester.
 - (2) There must be a minimum of three (3) Directors at a Class Representative meeting.
 - (3) Directors representing the Perth and Pembroke campuses will Chair the meetings of their respective campuses or co-facilitate with the Class Representative Coordinator.
 - (4) The Board of Directors reserves the right to remove Class Representatives from their role at its sole discretion.
2. The Board shall appoint a Director-Elect at Changeover each year to act as the Class Representative Coordinator, effective May 1. The CRC will help the Board and Class Representatives fulfill their obligations regarding Class Representative and Program Council meetings.
3. Class Representatives will be recruited and elected by their peers with the assistance of the Dean, Academic Development, Academic Chairpersons, and faculty.
 - (1) Recruitment will be a continual process aimed at maintaining representation from the student body at an optimal level.
 - (1.1) Elections are typically held in odd-numbered terms, unless otherwise required.

(2) Elected Class Representatives must meet the following criteria:

- (2.1) Be enrolled in a full-time program at the Ottawa, Pembroke, or Perth campuses,
- (2.2) Be able to fulfill the role of Class Representative for a full academic year (two consecutive terms),
- (2.3) Not be an employee of Algonquin College that serves as a member of the academic faculty or administration of the college.

4. Elected Class Representatives will be directed to register at www.AlgonquinSA.com/studentlife/class-representatives/ by term-week 4 upon receipt of the elections results from the Academic Chairs or faculty.

- (1) The Class Representative online training will be completed by term-week 5 each semester in June, October, and February respectively.
- (2) Class Representatives will be familiarized with the processes, responsibilities, and supports associated with their position.
- (3) Class Representatives will receive a handbook outlining their roles and responsibilities and the services available on campus.
- (4) A confidential database of Class Representatives will be maintained.

For more information on Program Council, refer to Algonquin College policy [AA03 – Program Council](#).

Approved: 04/25

Reviewed:

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