The University of Auckland
Class Rep Departmental Guide

The Auckland University Students' Association **Student Voice Coordinator** announces the call for class reps (postgraduate reps included). Emails Group Service Administrators at least two weeks before the semester starts. Included in the email:

- CLASS REP POWERPOINT SLIDES
- AUSA OFFICIAL CLASS REP HANDBOOK
- TRAINING INFORMATION AND OTHER SUPPORTING DOCUMENTS

BEFORE SEMESTER STARTS

Group Service Administrators email the lecturers all the relevant class rep documents and ask the **lecturers** to email back with the following information:

- CLASS REP NAME
- UNIVERSITY EMAIL ADDRESS
- COURSE CODE

SEMESTER BEGINS

Group Service Administrators receive the class rep information from the **lecturers**. **Group Service Administrators** collect all the class rep email addresses and emails the class rep the registration form along with training information and Student-Staff Consultative Committee meeting times. The elected class rep details are put up on CANVAS by the **lecturer**.

END OF SECOND WEEK

Class rep fills the online registration form. The form data is collected onto a Google sheet. If the timeline is missed, the class rep will potentially miss out on the physical training held in week three.

WEEK THREE

Class rep training. Towards the end of week three, the **Student Voice Coordinator** will make contact with the class reps who miss out on training.

QUARTERLY

Group Service Administrators work with the Staff Rep (in charge of the Student-Staff Consulatitve Committee in each department/discipline area) to prepare the agenda and finalise the minutes. These are then sent to studentvoice@ausa.org.nz.

Notes

- Active roles in steps are highlighted in **bold**
- Deadline for registration is the Wednesday in week two of the semester. The Student Voice Coordinator would manage the Google drive and give access to GSAs to filter the google sheet to retrieve the information for their subject areas.
- Larger class may require more than one class rep. There is no limit on the number of reps per class. Postgraduate classes with less than 15 students do not need a class rep.
- Postgraduate reps include taught masters/ honours and PhD students.