

# Class Rep Information - Roles and Responsibilities

Lecturers • GSAs • AUSA • Class Reps



## Lecturer/Course Coordinator Responsibilities

### BEFORE SEMESTER STARTS

Receive information from Group Services Administrators about class reps. This information includes the slides to show in the first week of classes and the link to online registration form **(to be used only if their department GSA would like lecturers to input details directly)**.

### WEEK ONE

Advertise class rep role, training dates and responsibilities. Announce how you will be electing class reps and when.

### WEEK TWO

Before the end of Week Two, you should have elected or selected your class rep(s). The number of class reps elected/selected is up to the lecturer, but is usually proportional to the number of students in the class. In some cases, a year or cohort rep may be more appropriate, but this is determined by the department or Faculty. Lecturers should forward class rep details onto the Group Services Administrator **before the end of Week Two (Wednesday of that week)**. Lecturers should announce the class rep(s) and their details to the class, preferably in CANVAS so that students can refer back to these details when need be.

### THROUGHOUT SEMESTER

Lecturers should support class reps by responding to any of their enquiries and advertising any Facebook pages or other forms of gathering feedback from their classmates. It is recommended that lecturers not be a part of any Facebook pages established for the class and allow surveys to be distributed in class or remind the class of their class rep and the need to deliver feedback to class reps before each SSCC meeting.

## Department/GSA Responsibilities

- Organising two SSCC meetings, to take place before the end of Week 5 (**not before the end of week 3**) and before the end of Week 10, respectively. Information about these meetings must be communicated to the Group Services Administrator as soon as possible to be passed on to class reps. Class reps must be given advance notice to ensure that they can attend the meetings and have time to elicit feedback from their classmates. Each set of SSCC meeting minutes must be sent to all attendees, to AUSA at [studentvoice@ausa.org.nz/](mailto:studentvoice@ausa.org.nz) and shared on CANVAS.
- Departments/Faculties must decide on who the contact person for class rep administration within the Faculty or Department is, especially if this person is not the Group Services Administrator. **Any other contact person besides the Group Services Administrator must have their details forwarded to AUSA at least two weeks before the beginning of semester.** The contact person for class reps must also be made known to all teaching staff and given access to all teaching staff e-mails in order to distribute class rep and SSCC meeting information.
- Departments/Faculties must also decide whether class, year or cohort reps are the most appropriate for their department or faculty. If class reps are not deemed the most appropriate, a mechanism by which year or cohort reps are fairly elected and can receive feedback from all students that they are representing must be established. This mechanism must not break confidentiality, for example by cohort reps having an e-mail account password known by a lecturer or course coordinator of on the classes concerned. If you are unsure about how to manage such a mechanism, please contact AUSA.

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## AUSA Responsibilities

- AUSA provides class rep training during Week Three of Semesters One and Two. This training gives class reps information on what their responsibilities are, which enquiries should be forwarded directly to a lecturer or AUSA Advocacy, how to elicit feedback from classmates, what is expected of each of them in an SSCC meeting and how AUSA can support them. AUSA also provides a handbook for each class rep containing this information and key contacts.
- The Education Vice-President and Class Representation Manager at AUSA are responsible for assisting with more systemic issues that may be raised through class reps. For example, a lack of library or learning resources for a certain cohort of students, interaction of classes with Faculty student associations or Department/Faculty mismanagement of class reps.
- AUSA also presents each class rep who has attended training and both their SSCC meetings with a certificate at the end of each semester.
- AUSA also keeps a database of current class reps, as well as the contact person for each Department/Faculty and the minutes of each SSCC meeting.

## Class Rep Responsibilities

### WEEK TWO

Once a class rep is selected/elected by their lecturer they should make themselves (and their e-mail address) known to their classmates. Class reps may want to establish a Facebook page or other means of gathering feedback from their classmates at this stage. Facebook pages must be established and administered only by current class reps of a particular course.

### WEEK THREE

Attend a class rep training session and read the handbook provided.

### THROUGHOUT SEMESTER

Respond to any enquiries made or concerns raised by their classmates and elicit feedback. This feedback should include both positive and negative feedback and can be gathered by a Facebook page that they have established, a survey to their class, inviting e-mails from their classmates or talking to their classmates in person. If class reps would like a CANVAS announcement to be made about a Facebook page or a survey they must consult with their lecturer, course coordinator or tutor. It is important that class reps do not disrupt class time or hold feedback discussions in class time. Some issues may be best referred on to the AUSA Class Representation Manager, or the lecturer or tutor of their course. Class reps should **never** be dealing with harassment situations, isolated cases (e.g. one student is upset about a grade) or personal problems of any of their classmates. Such issues should be referred to AUSA Advocacy ([advocacy@ausa.org.nz](mailto:advocacy@ausa.org.nz)). Any issues more widely affecting a department or faculty must be communicated to AUSA through [studentvoice@ausa.org.nz](mailto:studentvoice@ausa.org.nz) or [evp@ausa.org.nz](mailto:evp@ausa.org.nz).