

# 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 class rep registration form.

### 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 you but not more than two. A year or cohort rep may be more appropriate in some cases, but the department or Faculty determine this. 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

- Organise 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 who the contact person for class rep administration within the Faculty or Department is, especially if they are not the Group Services Administrator. **Besides the Group Services Administrator, any other contact person must have their details forwarded to AUSA at least two weeks before the beginning of the 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 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. For example, this mechanism must not break confidentiality by cohort reps having an e-mail account password known by a lecturer or the course coordinator of 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. More information can be found on our [website](#).
- The Education Vice-President and Class Representation Manager at AUSA are responsible for assisting with more systemic issues raised through class reps. For example, a lack of library or learning resources for a specific 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 two SSCC meetings with a certificate at the end of each semester.
- AUSA keeps a database of current class reps and the contact person for each Department/Faculty and the minutes of each SSCC and FSSCC 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

Complete a class rep training module and read the resources 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. It can be gathered using a Facebook page that they have established, a survey to their class, inviting emails 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. Class reps must not disrupt class time or hold feedback discussions in-class time. If you have to do so, seek the permission of your lecturer. Some issues may be best referred to the AUSA Class Representation Manager, the lecturer, or the course's tutor. Class reps should **never** deal with harassment situations, isolated cases (e.g. one student is upset about a grade) or any of their classmates' 'personal' problems. Such issues should be referred to the AUSA Advocacy Manager ([advocacymanager@ausa.org.nz](mailto:advocacymanager@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).