

The University of Auckland Class Rep Departmental Guide



The Auckland University Students' Association **Class Representation Manager** 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** either through CANVAS or paper form. **Group Service Administrators** collate all the class rep email addresses and emails the class rep the Student-Staff Consultative Committee meeting times. The elected class rep details are put up on CANVAS by the **lecturer**.

END OF SECOND WEEK

Group Service Administrators fills the online class rep registration form to ensure accuracy of information. The form data is collected onto a Google sheet accessible by the **Group Service Administrators**. If the timeline is missed, the class rep will potentially miss out on training held in week three.

WEEK THREE

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

QUARTERLY

Group Service Administrators work with the **Student-Staff Consultative Committee (SSCC)** members in their department/discipline area to prepare the agenda and finalise the minutes. These minutes 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 Class Representation Manager 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 (maximum of two). Postgraduate classes with less than 15 students do not need a class rep.
- Postgraduate reps include taught masters/ honours and PhD students.