



Role Description

Class Representative

2017/18

Contacts	School President	yourunion.net/schoolpresidents
	Faculty Presidents	Gianluca Giammei (artdivfp@) Alisa Danilenko (scimedfp@)
	Director of Education	Alice Foulis (doed@)

Role **Class Representatives are democratically elected in each School to represent the views of the student body** and enhance learning and teaching. They work closely with their School President and support them. Class reps have the power to advocate on: curriculum, learning resources, learning and teaching, assessment and feedback, student progression and achievement, guidance and support, etc.

Responsibilities

Training

- Sign up for and attend mandatory training for Class Reps
- Sign up for and attend expansions pack training (optional). Consider becoming an Employability, Library, Social, or Secretary Rep
- Complete any other mandatory training available during the academic year

Communication

- Introduce yourself and explain the role of class rep to classmates and lecturers during classes (in all the modules you represent, but first ask your lecturer for permission!)
- Create a Facebook group/page for your classmates
- Ask your School President to communicate to the student body on your behalf via email
- Distribute your email address and advise students how and why to contact you
- Reply to emails from classmates
- Liaise with other reps and your School President
- Pay attention to relevant emails/newsletters from the Students' Association and from your department

Feedback

- Create your own ways to gather feedback (e.g. surveys, questionnaires)
- Identify student issues and needs and collate information
- Present feedback during Class Reps Forums and SSCC meetings or directly to relevant staff members

Meetings

- Attend Class Rep Forums organised by your School President prior to the SSCC
- Attend SSCCs (Student Staff Consultative Committees) and read the agenda in advance. Be aware of who is going to attend. Send apologies and submit a report in advance if unable to attend
- After SSCC: Summarise results and feedback from staff, and communicate these to your classmates
- Attend any other meeting required by your School/ or the Students' Association

Events

- Organise and advertise events for your cohort (and staff) to strengthen the community, discuss issues informally, and gather feedback (e.g. study sessions or pre-SSCC meetings)

**Students’
Association**

- Attend events organised for class reps and network with other academic representatives
- Join the Facebook groups “St Andrews Class Reps 2017-2018”
- Fill in the class rep survey at the end of Semester 1
- Fill in the handover document at the end of Semester 2

Benefits of being a class rep

The following skills, which you will develop as an effective Class Rep, are of particular interest to employers: **Leadership, Team working, Communication Skills, Problem Solving, Meeting Skills, Time Management, Negotiation, Public Speaking**. In addition, you will: have a voice in academic matters, influence decisions, enhance the overall learning experience, be invited to events for class reps (free food and drinks!), access training, get to know your institution better, and be eligible for the Proctor’s Award and Class Reps Awards.

Know your role! Be aware of what a class rep should *not* deal with and, if in doubt, contact your School President, the Director of Education or a member of academic staff.