

Class Representative – Position Expectations

Title: Class Representative

FSU Representative/Program Leader: Advocacy & Communications Coordinator

Summary

The Class Representative Program is made up of student volunteers who advocate for their peers and express their opinions, suggestions, and concerns in various aspects of the Fanshawe Student Union and College matters.

There is no limit to the number of Class Representatives from any program. Any full-time Fanshawe College student who wishes to become a Class Representative may register to be one.

Position Expectations

Class Representatives will help the Fanshawe Student Union by collecting opinions and concerns from students, following up and acting on these concerns, as well as providing important information to students within their respective programs. Skills learned from being a Class Representative include, but are not limited to: giving and receiving feedback, advocacy, oral/written communication skills, presentation skills, problem-solving, conflict management, and leadership skills.

The minimum time commitment is 1-2 hours per month to attend meetings held by the Fanshawe Student Union, plus additional time to communicate with students (and professors) in their classes, courses, and/or program and completing monthly reports regarding these communications. Additional commitments include attendance at Fanshawe Student Union meetings (e.g., Orientation, Class Rep Meet & Greet) and Fanshawe Student Union & Fanshawe College events.

As a Class Representative, volunteering for 10 approved hours will grant eligibility for Fanshawe's volunteer transcript, the Co-Curricular Record. Additional recognitions within the class representative program include "Class Rep of the Month" and "Class Rep of the Year", which are awarded on proven effort and engagement.

Core Competencies

- Communication & Active Listening
- Accountability & Dependability
- Ethics, Integrity & Empathy
- Team Work & Problem-solving
- Time Management & Flexibility

Tasks

- Attend the Orientation training provided by the Fanshawe Student Union in order to begin acting as a Class Representative
- Collect opinions and concerns from students in their respective programs, including College and FSU



affairs, whether academic-related or not

- Assist classmates with program-related information, courses, and professors
- Attend meetings held by the Fanshawe Student Union and voice student concerns
- Relay important Fanshawe Student Union & College information to classmates (e.g. events and services)
- Attend specific events facilitated by the Fanshawe Student Union (e.g. Class Rep meetings, Meet & Greet(s), etc.)
- Study the services provided by Fanshawe Student Union (available at www.fsu.ca) and clarify details/ask questions as needed
- Work collaboratively with and follow directions from the Fanshawe Student Union
- Commit to a monthly timeline
- Other duties as required or assigned

Requirements

- Full-time registered Fanshawe College student
- Attend Fanshawe Student Union class representative orientation
- Respect confidentiality
- Familiarity with the Fanshawe Student Union is an asset
- Reliability & Creativity
- Excellent customer service and communication skills
- Good organization and accurate record-keeping skills
- Maturity and responsible decision-making skills
- Willingness to take initiative and ability to multi-task
- Ability to work in a team environment