



JOB DESCRIPTION

POSITION: Class Representative

REPORTS TO: Director of Student Affairs of St. Clair Thames Students Inc.

A Class representative is an integral part of Thames Students Incorporated (TSI) and is responsible for participating in various initiatives, projects, and events sponsored by St. Clair College and TSI.

The Class Representative shall:

- a. Attend monthly meetings, about an hour in length, scheduled by the Director of Student Affairs or Vice-President of TSI;
- b. Voice classmates' concerns, opinions, ideas, and suggestions regarding college operations and social events at the scheduled meetings;
- c. During meetings, learn about the events and activities on campus;
- d. Relay meeting information and discuss with classmates upcoming activities, services, events, and current issues affecting students;
- e. Be the liaison between classmates and TSI;
- f. Participate in various events, initiatives, and projects each semester put on by TSI;
- g. Be professional and confidential in all matters;
- h. Build and strengthen awareness of our student alliance, TSI.

NOTE: If you choose to leave your position, it is your responsibility to inform TSI as well as your instructor, of your intent to do so. This courtesy will ensure a new Class Representative will be found as replacement as soon as possible.

The Director of Student Affairs or Vice-President shall ask for the resignation of any Class Representative not displaying due diligence in the fulfillment of duties or not maintaining a minimum 2.5 G.P.A.

As a Class Representative, upon successful completion of your duties, you will be entitled to a \$100 honourarium per semester, as well as two free lunches per month (in the form of vouchers that may be used at the Campus Cafeteria).