



Class Representative 2016-2017

IMPORTANT CONTACTS

TSI EXECUTIVES

PRESIDENT	Matt Patterson	RM 157	tsipresident@stclaircollege.ca	EXT. 3291
VICE PRESIDENT	Carly Auger	RM 157	tsivicepresident@stclaircollege.ca	EXT. 3696

TSI STAFF

Operation Manager	Andrea Brown	RM 154	abrown@stclaircollege.ca	EXT.3721
Programming Coordinator	Danica Quenneville	RM 154	dquenneville@stclaircollege.ca	EXT.3235

ST. CLAIR THAMES STUDENTS INCORPORATED

Welcome and thank you for your interest in the Class Representation Program. We at Thames Students Inc. (TSI) believe every student should feel welcome within the St. Clair College (SCC) community and connected to campus life. The best way for you to network, meet other students and have fun is to get involved.

TSI depends on your involvement; the opportunities for you to get involved are endless. Class Representatives are essential to the culture of post-secondary experience - they play a role in promoting student life at St. Clair College, fostering a sense of community and belonging for students.

There are many benefits in being a Class Representative. Each Class Representative is the direct link between the Student Government and Students which helps relay all of the important information and news that occurs on Campus and College-wide. Class Representatives will receive an official reference letter at the end of their term and a payment in the form of a gift card of your choice at the end of each semester.

The Student Centre is the one-stop-shop for Class Rep. Leaders on campus where they are provided with the tools to succeed!

CLASS REPRESENTATIVE PROGRAM

Class Representative is a vital link in the Thames Students Inc. (TSI) information chain. The role of a Class Representative is to act as a liaison between TSI and the students. TSI has important information that needs to be conveyed to the students, and the students have essential feedback that is required by TSI to ensure that it is effectively representing their members.

What does a Class Rep do?

Each Class Representative is required to attend a monthly meeting scheduled by TSI's Board. Monthly meetings are an opportunity to voice classmates' concerns, opinions, ideas, and suggestions regarding college operations and social events. These meetings also give the Class Rep an opportunity to learn about the events and activities happening on campus, and most importantly, to relay that information back to their classmates.

How is the Information Relayed Back to the Students?

After each meeting, the Class Representative is required to relay the information back to their class. To ensure that each Class Rep is doing this, we ask that each professor please allow the Class Rep a few moments at the start of class to relay the information after each meeting. There is also a form that must be signed by the professor each week confirming that the information was provided to the student.

Why are there Class Reps?

St. Clair College, Thames Campus has over 1,200 students. Without the Class Representative Program, many of these students remain unaware of the events, services and activities taking place at the college. Likewise, without the Class Representative Program, TSI may be unaware of student concerns and issues that may be affecting both academic and extracurricular atmosphere of the college.

FAQ

What if I cannot attend the meeting set by the TSI Board?

If you cannot attend the once a month meeting due to schedule conflict, late classes, or emergency there are several things you should do. Please inform the Programming and Projects Coordinator, Danica Quenneville of your absence through either email or by stopping by the office, collect the information for that month and relay it to your class, have paper signed and return it to the TSI office. Lastly if you find that the day of the week selected for that year does

not work with your schedule than ask a fellow student to take on the responsibility if they are available. We would rather have someone show up then no one at all!

What should I do with the information provided to me at Class Rep meetings?

Please take the digital presentation provided and present it to the class (with some enthusiasm!!) If a digital presentation is not provided then you may always take the info and create your own or just ask for copies of the Class Rep agendas and you can pass them out to the students! You are also encouraged to ask students for feedback in whichever form you prefer. We can work together on a survey or questionnaire for you class specifically or you could just ask for some verbal feedback through group conversation.

What if a student comes to me with a problem regarding our teacher, the program or another student?

TSI has resources available to them and the information to help solve these issues but we also encourage you to be an advocate for you class mates, you have more input then you might think! Talk to your Chair, and if you don't know who they are TSI is more than willing to help or if you don't feel comfortable talking to your Chair you can come to the TSI office with any issues and speak on behalf of other students as well. You may also set up mediation, grade appeals and Quality Learning Environment forms through TSI so please remember the resources available to you.

For more information, please contact Danica Quenneville, TSI, Projects and Programming Coordinator (519)354-9100 ext. 3235 or dquenneville@stclaircollege.ca.

Code of Conduct for Class Reps and Meetings

- a. Attendance
 - It is expected that all Class Reps will attend all scheduled meetings.
 - Class Reps should be punctual for each meeting.

- b. Non Attendance
 - If a Class Rep cannot attend a scheduled meeting, regrets must be submitted to Danica Quenneville or Andrea Brown.
 - Such regrets must be made by e-mail, telephone, or written letter and received no later than two (2) hours prior to the scheduled meeting time.
 - A valid reason for the absence must accompany all regrets.

- c. Non Attendance
 - Any Class Rep missing in excess of two (2) scheduled meetings without providing appropriate regrets, as outlined above, will cease to be a Class Representative.

- d. Call to Order and Adjournment
 - Meetings will be called to order, as per the scheduled time.
 - Meetings will be adjourned once all items on the agenda have been discussed and/or deferred to another meeting date.

- e. Agenda
 - TSI will provide all Class Reps with an agenda prior to each meeting.
 - Class Reps must be prepared to discuss all items on the agenda.

- f. Meeting Decorum
 - All Class Reps must maintain professionalism and show respect throughout the meeting.
 - All Reps will refrain from side conversations during meetings.
 - All Reps will be attentive and not interruptive during meetings.
 - All Reps will follow proper protocol in order to keep meetings on track.
 - All Reps will be organized and prepared for each meeting and must be engaged in the meeting process. To this end, they are expected to actively participate in and contribute knowledgably to all items of discussion
 - Class Reps must commit to uphold the best interests of the student body through their service to TSI.

g. Electronic Devices

- All electronic devices, including cell phones, are to be put on silent or vibrate prior to the start of the meeting. It is preferred that these devices be left at home or in the member's office.