



Class Representative Role Description

The role of each Class Representative at Glasgow Caledonian University is to work with the students and staff on their Programme to improve the learning experience. Class Representatives are expected to seek student opinion on academic issues and feed these back to members of staff through both formal and informal channels. Class Representatives may also be asked by members of staff to seek student opinion on issues identified by the Programme.

Being a Class Representative is an important role in ensuring the highest quality experience for GCU students but it is not an overly time consuming role with only one or two meetings in each trimester.

Responsibilities of the Class Representative include:

- Making sure that all students on their programme know who they are and how to contact them
- Actively seeking student opinion on academic issues
- Feeding back student opinion to members of staff
- Attending Student Staff Consultative Groups (usually one per trimester)
- Letting students know the outcome of issues raised and meetings with staff members
- Attending meetings of the Programme Board as required (not all Class Representatives will be required to attend)
- Passing on issues that cannot be resolved at programme level to School Officers (departmental level representatives) or the Students' Association
- Attending Class Representative Training organised by the Students' Association
- Most importantly – act as a representative – make sure that you are speaking on behalf of all students on the Programme and not just giving your personal opinion

Optional activities include:

- Attending the Student Rep Gatherings – annual events organised to listen to the opinions of Class Representatives and provide them with information about developments in the university
- Join the Student Leaders Programme – run by the Students' Association to help students improve their leadership and employability skills

For more information about the role please visit www.gcustudents.co.uk/classreps or contact the representation@gcustudents.co.uk.