



# Students' Council Representative

4/12/03

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**Reports to:** Students' Council,  
Fellow classmates

**Description:** The Program Representative is primarily responsible to provide input on the mission, vision and mandate of the Student Association and to represent the issues and views of their respective program and its students on the SA Students' Council.

## Key Responsibilities:

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. Participate as a voting member of the Students' Council of the Student Association and actively represent the concerns of the students in the represented program.
3. Attend all meetings of the Students' Council or ensure the attendance of an alternate representative. The Program Representative is responsible for providing relevant information to the Students' Council and for keeping apprised of all Council business as outlined in meeting minutes, agendas and committee reports.
4. Check email/campus mail on a regular basis to be advised of Student Association meetings, events and activities.
5. Report to students on the activities of the Student Association and actively promote these among the students and staff of the program as well as report to the Student Association any planned class/program activities.
6. Act as the main liaison between represented students and the Student Association.
7. Participate on a minimum of one standing or ad hoc committee of the Students' Council.

## Requirements of Position:

1. Completion of job responsibilities as outlined above.
2. Knowledge of the NSCC SA Common Constitution and other internal operational policies (specifically the Students' Council Meeting Policy).
3. Good oral and written communication skills.
4. Commitment of at least 2 hours/month for Council attendance during the academic year.
5. Participation on at least one Students' Council standing or ad hoc committee during the academic year.