

# STUDENT REPRESENTATIVE COUNCIL POLICY AND PROCEDURE



## 2.5 Student Representative Council

### **Purpose**

This policy and procedure aim to create a smooth and effective process for students to share their thoughts, ideas, and issues. It outlines IBT College's dedication to having a strong student representation system and facilitating the establishment of a Student Association.

### **Policy**

It is the policy of the Council to have one student representative on committee or the board.

### **Responsibility**

The Academic Director is responsible for the implementation of this procedure and ensuring that staff and students are aware of its application.

### **Definitions**

**Student representative:** the representative elected by the IBT College student body.

### **Requirements**

- a) IBT College is committed to responding to student feedback at all levels at all times, in order to monitor and enhance student learning experience and outcomes.
- b) Student representation will be a collaboration in which IBTC, its students and the Student Association will support student representation and share the responsibility for promoting an environment which empowers and emboldens the student's voice.
- c) Student representation will be student-led. Student representatives will be expected to attend the training provided, to take responsibility for ensuring that students' issues and concerns are addressed appropriately and that actions and subsequent outcomes are communicated to the wider student body and management.
- d) IBTC will designate a member of staff as the Student Engagement Officer who will provide student representatives with support and advice, particularly on matters relating to IBTC policy and procedure.

### **Authority**

The Governing Council will appoint up to two representatives to rotate as a nonvoting member of the Board. The representatives will be recommended and sponsored by Student Councilor.

At any time, only one Student Board Representative may participate as a member of the Board; however, all Student Board Representatives are encouraged to attend all meetings. In addition, all Student Board Representatives are encouraged to participate in any Board committee meetings.

The Student Board Representative will not be included in confidential discussions related to matters of an executive session or disciplinary action. When such matters are considered, the Student Board Representative will be excused from the proceedings.

The Board reserves the right to remove a student member for misconduct or failure to uphold his/her responsibilities.

The Board shall annually evaluate the effectiveness of the student board representative program and make recommendations for improvement and/or continuance.

The Board reserves the right to eliminate the representatives' positions

## **Procedures**

### **Student Representative System**

- a) There will be a student representative for each level of qualification. All representatives will collect and present the views of their student constituency on all relevant matters at regular intervals.
- b) The student body will elect student representatives.
- c) Student representatives will pass items for action to the Student Councilor. If the Student Councilor identifies issues which cannot be addressed at their level, these items will be reported to the Academic Director.
- d) All student representatives will report the actions and their outcomes to the student/student group that they represent.
- e) All student representatives are required to submit a semi-annual (every semester) update to the Student Councilor via a scheduled meeting to keep the Student Association informed about IBTC matters.
- f) All student representatives are required to attend meetings of the Student Progress and Examination Committee which relate to the student learning experience including matters raised by students and matters on which IBT wishes to seek student views.
- g) g) All student representatives must attend all the training provided by the Student Association.
- h) h) All student representatives are required to develop and conduct a transition with the next student representative(s).

### **Participation**

Representatives are invited to attend Board meetings, work sessions, and committee meetings.

**The Board will annually offer to host at least one work session for the students.**

### **Review**

This policy and procedure will be reviewed annually by the Governing Council to ensure its effectiveness and compliance with relevant legislation and best practices.