DUTIES OF THE CLASS REPRESENTATIVE
At
THE CATHOLIC INSTITUTE OF SYDNEY

Thank you to agreeing to be the Class Representative for your course unit during the forthcoming semester!

The role is an important contribution to the life of the Institute and is not meant to be onerous.

The responsibilities of the Class Representative are as follows:

❖ To play an organisational and communication role when the class needs to act as a whole.

❖ On behalf of the class, to bring to the attention of the lecturer, or the Deputy President, any area of concern that the class as a whole might have concerning the conduct of the course unit.

❖ To organize the class to maintain the cleanliness of the student common areas particularly at the end of breaks within lectures and at the end of the lecture period by
  ❖ Gathering up any used cups/glasses left in the student common areas;
  ❖ Loading the dishwasher in the student common room;
  ❖ Wiping down the benches in the student common room.

❖ At the end of the semester, to gather the Student Evaluations distributed by the lecturer and present these to the Registry Office.

❖ To liaise with the class and the lecturer about the possibility of a social gathering for the class at the end of the semester

Again, thank you for your service to the life of the Catholic Institute of Sydney in this way.

The students and faculty greatly appreciate it!