

**PACIFIC UNIVERSITY
SCHOOL OF OCCUPATIONAL THERAPY**

Class Representative/Liaison

Position Description:

Each class (MOT-1, MOT-2, MOT-3) will elect one student who will act as a liaison between her/his classmates and the School administration (staff and faculty) and representative to SOTA

- (A) The role of each class representative to the faculty:
1. Facilitate the weekly scheduled "News & Weather" class meetings in coordination with other class representatives;
 2. Identify and implement the most appropriate means to facilitate ongoing communication within constituency group;
 3. Identify information/issues from her/his constituency requiring faculty/staff discussion or attention and submit those items for inclusion on the faculty/staff meetings that occur each Monday afternoon;
 4. As necessary, attend faculty/staff meetings to address agenda items brought forth from classmates;
 5. Attend, minimally, one faculty/staff meeting per month;
 6. Report appropriate University and School information back to her/his constituency group.

It should be noted that the student representative is a liaison to the faculty and staff and to the SOTA organization for issues that are of collective concern of the respective class at large. Individual student concerns should be handled by the individual student together with the appropriate faculty or staff member.

It is expected that all issues and discussions brought up during faculty/staff meetings will remain confidential (the exception, of course, being the information necessary to bring back to constituents!) and that each individual's ideas and thoughts will be respected.

- (B) Role of class representative to SOTA Board meetings
1. Attend SOTA meetings and Executive Board meetings whenever possible.
 2. Relay information about SOTA activities and concerns to classmates through a variety of communication systems.
 3. Shall bring to the SOTA attention any concerns that the class may have regarding broad student issues.

Nominations and elections will take place within the first three weeks of the fall semester. Representatives may change for the second semester if requested by the representative or class. Co-representatives are acceptable in order to share responsibilities. Any student interested is encouraged to make her/his interest known to classmates.