

**PACIFIC UNIVERSITY
SCHOOL OF OCCUPATIONAL THERAPY**

Class Representative/Liaison

Position Description:

Each class 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. Class representative serves until graduated from the program or replaced through election.

- (A) The role of each class representative to the faculty:
1. Facilitate regular class meetings to collect class member perspectives, concerns, and accomplishments.
 2. Identify and implement the most appropriate means to facilitate ongoing communication within constituency group.
 3. Identify information/issues from her/his constituency to share with program director in regular meetings, ideally monthly or as needed.
 4. As necessary, attend faculty/staff meetings to address agenda items brought forth from classmates (to be arranged in advance through administrative office).
 5. Report appropriate University and School information back to her/his constituency group.
 6. Coordinate regular communication with other class representatives.

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 meetings with the director and/or faculty and staff meetings will remain confidential (the exception, of course, being the information necessary to bring back to constituents) .

- (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 early in 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.