

**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!*