

# **Student Representatives at School of Education School Council Meetings**

## **Terms of Reference**

### **Student Representation on School of Education Council Meetings**

One undergraduate (B.Ed.) and one graduate (M.Ed.) student will attend School Council Meetings. The B.Ed. representative will be identified through the B.Ed. Student Society. The M.Ed. representative will be identified through an email invitation sent to all M.Ed. students asking for a volunteer. Should no M.Ed. student volunteer, individuals will be purposefully invited to attend by the Graduate Coordinator. Student representatives will be appointed in September of every year for a one-year appointment.

### **Responsibilities of Student Representatives**

Student Representatives will participate actively in the Council meetings by:

- ♣ Reviewing all pre-circulated material
- ♣ Consulting the student body to be able to represent students' views to Council
- ♣ Presenting a written or verbal report on relevant updates
- ♣ Participating in discussions and deliberations of agenda items
- ♣ Adhering to School Council meeting norms, which are listed at the top of each agenda
- ♣ Attending at least 70% of the meetings
- ♣ Communicating the Council's activities and decisions as appropriate to students

### **Voting**

- ♣ Students are non-voting members of the School Council.

### **Sensitive Issues**

- ♣ Student representatives will be asked to leave Council meetings during discussions of sensitive or confidential issues that pertain to individual students.

### **Conflict of Interest**

Student representatives are expected to declare a conflict of interest if their real or perceived personal interests might be seen to influence their ability to assess any matter before the Council objectively. They can do so either by personal declaration at a meeting or in writing to the Director. They will be excused from any discussions regarding the matter in question.

**Date:** 2/28/2020; Review every two years.