

What is the Set Rep program?

The Set Rep program is a forum for students to connect, provide input, and advocate for student concerns. A Set Rep is the voice of their set to the Student Association and larger community.

What does a Set Rep do?

The Set Rep gathers any issues from students or instructors and brings them forward to Student Executives and Advocates where the issues can be addressed directly, allowing for actionable responses in a timely manner.

If larger issues are identified and brought forward, it has the potential to help improve the experience for students in the future, across campuses and programs. Reps are encouraged to also communicate what is going well in their set which in turn can help other sets and programs.

What are the benefits of having a Set Rep?

We recognize that it will take about 10 minutes of limited class time to select or appoint a Set Rep, but in the long run it should save you class time from addressing questions unrelated to course work.

Think of the Set Rep as an advocate for student issues, concerns, and ideas. The Set Rep gathers information from their set and brings it back to the SA where we can address what arises.

Contacts

Chair of the School:	Contact information can be found in our directory https://www.bcitsa.ca/contact-us/
Advocacy:	Robyn Lougheed – advocate@bcitsa.ca Danielle Landeta-Gauthier – advocate2@bcitsa.ca
General questions:	Darla Willisroft – dwillisroft@bcitsa.ca
BCITSA President:	Justin Cervantes – president@bcitsa.ca

Meeting details: Meetings are approximately an hour long; dates and locations will be directly communicated to the Reps and can be found in the calendar towards the end of September:
<https://www.bcitsa.ca/campus-life/events/>

We encourage you and your class to view the video: https://youtu.be/W_wxW3n-0rk

For more information on the program: <https://www.bcitsa.ca/about/set-reps/>

Suggested Procedure:

Set Rep selection is to be done by the set, for the set; this is how you can assist them:

- 1) Preferred: Play the informational video for the class: https://youtu.be/W_wxW3n-0rk ;OR Write on the board the link to the Set Rep webpage: <https://www.bcitsa.ca/about/set-reps/>
- 2) Give the class approx. 10 minutes to view the video and/or materials online, and select their Rep.
 - a) A Rep can be selected in the following ways:
 - i. Ask for volunteers
 - i. If there is only 1 student volunteer, then they will be the Rep;
 - ii. If 2 or more volunteer: encourage the set choose through an informal process like secret ballot, voting through show of hands, drawing straws, etc.
 - ii. If there are no volunteers, you can appoint a student who you believe would be a good fit for the program.
 - iii. Should no student accept, then the class will simply not have a Rep.
 - i. Students can always choose to reach out to a Student Executive or Advocate individually, but the set misses out on learning tips from their peers and having a direct voice during meetings.
 - b) Ensure the chosen Rep self-registers on the Set Rep webpage through the blue button registration link.
 - i. If the student does not wish to use the online form, *the student* can email Darla dwilliscroft@bcitsa.ca with their details (name, student number, program, set).

Approximately a week prior to the first meeting, the School's Chair will send out a welcome email to Set Reps with program information, so please ensure they are **selected and registered by September 20th**.

Thank you for taking the time to support your students and ensuring the Set Rep Program is a success.