

Set Rep Information Package

Thank you for joining the Set Rep program here at BCIT! You are an integral part of not just the BCIT Student Association, but also the learning experience of your set. The Set Rep program is a forum for students to connect, provide input, and advocate for student concerns.

BCIT Student Association

The BCIT Student Association (BCITSA) is an organization that is independent from BCIT. We are a self-governed and managed not-for-profit. The BCITSA is led by students, called our Student Executives, who are elected each year by the student population of BCIT. Our mission is to see an inclusive community of students empowered to succeed; the Set Rep program is integral in creating this community.

You are essential because you not only represent your set to BCITSA, but you also provide a direct voice for students by bringing their concerns forward so we can advocate on their behalf. Because information moves so quickly, you are also the reason we can be proactive, guiding our strategy and action.

To See all that we do, check out our website at www.bcitsa.ca.

Our Executive Team, who is voted in each year, is made up of 12 members:

4 VPs & the President

- VP External
- VP Equity & Sustainability
- VP Finance & Administration
- VP Student Experience
- President

6 Chairs

- Aerospace Technology Campus
- Downtown Campus
- School of Business + Media
- School of Computing & Academic Studies
- School of Energy
- School of Health Sciences
- School of Transportation, Construction & the Environment

You will be working mainly with your Chair, but sometimes other VPs or the President will become involved in addressing items which are program or school wide.



Set Rep Information Package

What to expect

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.

Attend meetings

Meetings are approximately an hour long; dates and locations will be directly communicated to you through your chair.

Connect with your set

One of your primary responsibilities is to keep your set up-to-date on the happenings of the BCITSA and greater BCIT community, and to report back to your set on relevant items or actions brought up during the set rep meetings. You can do this in person, through social media, email, or a mix of methods, however your set communicates with each other.

Field concerns & complaints

Your last responsibility, and the one where you will gain the most experience, is fielding the concerns and complaints from your set. Don't panic, you will have lots of support in this aspect.

1. Educate your set

- It is important they know this is part of your role so they can bring their concerns and suggestions to you
- Best practice is to approach them before each set rep meeting and ask if there is anything they would like addressed at the meeting

2. Pass them on

- Forward issues to the correct BCIT or BCITSA contact (we will help!)
- Most issues are appropriate for set rep meetings
- Sometimes it's best to speak with your chair individually when there are privacy concerns
- If there are ever any student academic or personal issues, please contact one of our advocates



Set Rep Information Package

3. Advocates

- Staff employed by BCITSA, not the institute
- The advocate will review all situations in an impartial manner and will strive to help students become their own advocates by providing them with information or advice about regulations, policies and procedures, and strategies for constructive ways to raise and resolve issues.
- If you ever have concerns or issues you are not comfortable discussing with your chair, please speak with an advocate:

Danielle Landeta-Gauthier

advocacy@bcitsa.ca

604-432-8279

Benefits

The set rep program has been designed to provide you with a valuable and formative experience here at BCIT. There are several ways we do this, such as the following:

Training

We want to give you the skills not only to aid your set, but also to add to your personal skills and resume. There will be different sessions throughout the year which you have an opportunity to attend. Suggestions for training ideas are welcome; please let your chair know.

Leadership experience

Your role as a set rep will give you practical leadership experience as you fulfill your responsibilities. You will represent a group of people within a large organization, bring concerns forward, act as a first point of contact for student concerns, and you will take the lead in talking with your instructors, program heads, and deans and/or associate deans should the need arise.

Distinguished set rep awards

The distinguished set rep awards are awarded to the most active and influential set rep from each school, as decided by a committee. It is a \$500 award. Application forms will be available on our website closer to the end of the school year.