

## Faculty Information – BCITSA Set Rep Program

Dear *Program Head/Instructor*,

This email is to bring to your attention how the role of Set Representatives (Set Reps) in each class will bridge the gap between students, faculty, and the Student Association (SA), thereby enriching the overall learning experience at BCIT. We would appreciate your help organizing Set Rep elections in the classroom!

### What does a Set Rep do?

- Gather feedback or concerns from students or instructors
- Bring issues and ideas forward to the SA Executive Board and SA staff who can help identify the best course of action, and connect them with resources to help address these directly
- Participate in meetings and discuss student-related matters
- Maintain regular communication and represent their peers
- Collaborate with Wellness Advocates to address any issues requiring specialized assistance

### Action Required:

- Encourage instructors to organize Set Rep elections for each set
- Invite a student Executive to speak to the set to explain the Set Rep program in detail, and/or
- Send out the Set Rep page: <https://www.bcitsa.ca/Leadership/#setreps>

### How to Elect a Set Rep:

1. The set can VOTE through show of hands, drawing straws, etc.
2. Ask for volunteers
3. The chosen Set Rep must [REGISTER HERE](#)