

Student Council Representative Declaration & Terms & Conditions of Membership

Welcome to Lambton College in Toronto's Student Council. As a representative of this council, there are particular roles and responsibilities that should be fulfilled and upheld while you work in partnership with the Cestar College management, staff and students at Lambton College in Toronto. The first and most important priority is that you are a positive leader and you promote the interests of the students by your involvement in Lambton College in Toronto's student affairs of the school.

All Student Council Representatives should adhere to the following terms and conditions of membership on the Lambton College in Toronto student council:

- **Academic standing:** All council representatives are required to maintain a good academic standing with a minimum cumulative Grade Point Average (GPA) of 2.8 to receive the bursary and to remain on the council for 2 semesters. (GPA will be calculated at the end of term 1).
- **Attendance:** Present at all student council monthly meetings. The absence from two student council meetings during your tenure will result in removal from the council. Students should be prepared to participate for two consecutive semesters.
- **Consistent involvement:** All council members are required to attend a mandatory student council training session and be actively involved in ALL on and off campus student events.
- **Communication:** All council members are required to report class feedback to student council and in return communicate to students through regular classroom visits.
- **Conduct:** Students Council members should act with academic integrity, professionalism and exemplary conduct at all times.

I understand that:

- My position as student council representative is dependent on my adherence to the terms and conditions provided above.
- My position as student council representative is for the duration of two terms (Fall and Winter) and my responsibilities will be terminated upon completion of my term in office.
- I am responsible for fulfilling the roles and responsibilities outlined in the attached document.
- I will receive a gift of appreciation from Cestar College at the conclusion of two consecutive semesters if I attend 100% of all Student Council meetings.

I _____ agree to abide by the terms and conditions outlined above and the roles and responsibilities in the attached document.

| | |
|--------------------|------------|
| Student ID: | Signature: |
| Date (DD/MM/YYYY): | Program: |

Roles & Responsibilities of a Student Council Representative

Your roles and responsibilities as a student council representative are as follows:

1. To support the management and staff in the development of the school which includes:

- Enhancing communication between Cestar College management, staff and students
- Acting as liaisons between students and Cestar College staff

2. To represent the views of Lambton College in Toronto students which includes:

- Providing reports and feedback on all student related issues to Cestar College management and staff (Student Services Department)
- Promoting and assisting with the dissemination of information and services that are offered through the Cestar College Student Services Department
- Managing the student council bulletin board
Managing the monthly student newsletter

3. To foster and enhance student engagement through:

- Managing student council events and assisting with the planning and execution of all on and off campus student events
- Promoting all student events by distributing promotional materials on campus and via social media outlets; communicating with students in person and assisting in selling event tickets.
- Building school spirit through events and special projects
- Promoting volunteer activities via committees
- Students are responsible for special projects such as: safety, fundraising, awards, etc.
- Student council are responsible to elect chairpersons to lead these projects

4. To participate on Program Advisory Committees (PAC) as a student member

- Students that are enrolled in specific programs will be asked to attend bi-annual PAC meetings with industry and Cestar college representatives.
- PAC's are important committees that help Lambton College improve the academic quality of its programs offered at the Cestar College campus.

The Student Council Exists To Serve Students

1. Student council is the HEART of student involvement. It's the most representative and powerful student organization because it works for all students.
2. A good student council has student respect and support by opening its doors to all interested students, and by being aware of student needs and opinions.
3. The composition of student representatives is expected to be diverse in terms of gender, nationalities and programs. It is the responsibility of the Director of Lambton College in Toronto to ensure that this principle is upheld.
4. Cooperation is the key to getting things done. The council is not a rubber stamp for any group, but it should work with others to solve problems.
5. Training and relevance are vital to the success of any student council.
6. Leadership training is one goal of student council. Good leaders are developed, not born.

7. Your council can lead the way to positive change. Its activities and projects are the testing ground for ideas, which become part of Lambton College in Toronto.
8. Meetings are once per month starting in November of each academic year and continuing until the month of April (six meetings each academic year).
9. Students interested in participating as a Student Council Representative should apply. A posting will be placed on the Moodle Learning Management System in the month of October seeking students to become involved in the Student Council. Eligible students that apply will be interviewed by the Director, Lambton College in Toronto. The selection process is competitive and determined solely by the Director of Lambton College in Toronto. In cases where a large number of representatives from the same program apply, the Director may elect to use a voting process within that program to select from short list of candidates determined by the Director. The final list of Student Council representatives will be posted online.
10. Agendas will be followed, meeting minutes will be taken and forwarded to Lambton College in Sarnia for their reference and review.
11. Cestar College will provide administrative assistance to Student Council in order to help prepare for meetings (agenda, minutes, room location, refreshments etc.)
12. The goal is to have ONE representative from each of the following programs but is dependent on the interest, initiative and commitment from potential students from each program at Lambton College in Toronto. Whether this goal can be achieved each year is dependent on the commitment shown by students in each academic program and on the ability of selected representatives to abide to the conditions of their position particularly in relation to attendance.

| Program Cluster | Chosen from Terms: |
|---|--------------------|
| ACHT – Health Care Leadership | 1 or 3 |
| AIMT – Artificial Intelligence & Machine Learning | 1 |
| BMAN – Business Management | 1 |
| BMHT – Business Management – Human Resources | 1 |
| BSNT – Business Diplomas | 3 |
| CCBT – Cloud Computing for Big Data | 1 |
| CPCT/CSAT Computer Programmer/Software | 1 or 3 |
| CPMT – Construction Management | 1 |
| EMBT – Embedded Systems Engineering Design | 3 (F2016 – term 1) |
| FPWT – Financial Planning and Wealth Management | 1 |
| LAQT – Chemical Laboratory Analysis | 3 (F2016 – term 1) |
| MADT – Mobile Application Design & Development | 1 |
| MMDM – Marketing Management – Digital Media | 1 (F2017) |
| MMPT – Marketing Management & Professional Sales | 1 |
| OHST – Occupational Health & Safety Management | 1 |
| PMLT – Project Management | 1 |
| QEMT – Quality Engineering Management | 1 |
| SCMT – Supply Chain Management | 1 (F2017) |

Please email Michael Vourakes, Director, Lambton College in Toronto for more information on how to become more involved on the Lambton College In Toronto Student Council. (michael.vourakes@cestarcollege.com)