The Auckland University Students' Association Student Voice Coordinator announces the call for class reps (postgraduate reps included). Emails Group Service Administrators at least two weeks before the semester starts. Included in the email:

- Class Rep Powerpoint Slides
- AUSA Official Class Rep Handbook
- Training Information and Other Supporting Documents

**Notes**

- Active roles in steps are highlighted in **bold**
- Deadline for registration is the Wednesday in week two of the semester. The Student Voice Coordinator would manage the Google drive and give access to GSAs to filter the google sheet to retrieve the information for their subject areas.
- Larger class may require more than one class rep. There is no limit on the number of reps per class. Postgraduate classes with less than 15 students do not need a class rep.
- Postgraduate reps include taught masters/ honours and PhD students.