

ACAT Student Member Position Profile

A. Summary of Position

A student member of Council, like other members, shares with the Chair the responsibility for ensuring that the Alberta Council on Admissions and Transfer (ACAT) delivers appropriately on its Mission and fulfills its Terms of Reference. As an important cornerstone of *Campus Alberta*, ACAT serves as a body through which stakeholders work collaboratively to ensure effective transferability of courses or programs for students. The ACAT Council is an advisory agency to the Minister of Alberta Advanced Education and Technology and operates to facilitate collaboration among Alberta's post-secondary institutions. Council is comprised of approximately 17 – 20 voting members and two advisory non-voting members.

The current ACAT Governance Model allows for two student members, including at least one with experience as a transfer student. Student members have voting privileges on Council.

B. Key Responsibilities

A student member of Council is expected to assist/participate in/contribute to the following responsibilities of the Council:

- attend all regular and special Council meetings
- participate in Council meetings as a representative of the views of the province's student population
- liaise with Alberta's student groups and associations
- ensure the Council operates in fulfillment of its Mandate and Roles and Terms of Reference
- contribute to the development of Council's Annual Business Plan and Annual Report for submission to the Minister
- maintain and develop, where appropriate, policies and procedures whereby admissions and transfer policies, guidelines and procedures are granted system-wide approval
- ensure the compilation, maintenance and dissemination of a registry of all existing admissions and transfer arrangements within the Alberta system of advanced education, including publication of the annual *Alberta Transfer Guide* to meet the needs of students and institutions
- monitor the effectiveness of admissions and transfer policies and practices throughout the advanced education system
- participate on standing or ad-hoc committees or task groups
- assist with connections to learners and stakeholders
- recommend to Alberta Advanced Education and Technology and to institutions such revisions of policies, guidelines and procedures as the Council deems necessary
- ensure the appropriate application of Council's mediation process
- provide comment, at the request of the Minister or one or more institutions, about unresolved transfer problems related to proposed programs
- keep informed of issues and trends concerning the Alberta advanced education system
- act in accordance with the ACAT Code of Conduct
- assess his/her own performance and contributions to Council and identify ways in which Council can continually improve in fulfilling its responsibilities

C. Qualifications Required

Student members on Council must:

- have direct experience with the transfer system (current or recent student transfer experience preferred)
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- be a current or recent post-secondary student, enrolled in a credit program.

D. Term

The term of a student member of Council is a fixed term of one to three years; with potential renewal for one term.