Northern Lights College

EDUCATION COUNCIL
Student Representative
Terms of Reference

Policy Number: A-5.02.25
Category: Education
Effective Date: October 27, 2026
Approval Process: Educational Policies
Approval Date: October 27, 2026
Date Last Reviewed: October 27, 2026

PURPOSE
Student representatives provide student perspectives to the Norther Lights College (NLC) Education Council.

MEMBERSHIP
Student Representatives are elected for a one-year term, as mandated under the College and Institute Act, R.S.B.C. 1996, Section 15, subsection 1(b), and as established by the NLC Education Council Bylaws and Election Rules.

- Four Students, elected by the students of Northern Lights College

PARTICIPATION

- Student representatives are to review meeting materials provided in advance of each meeting.
- As directed in the policy E-2.07, student representatives to Education Council are expected to attend, in person or on-line, regularly scheduled Education Council meetings as part of their duties and to receive a stipend. Alternatively, a stipend can be earned through participation in Education Council committee meetings where semester schedule precludes regular attendance at scheduled Education Council meetings. Regardless of the number of committees, a student joins the maximum renumeration through alternate participation is once per month and a maximum of 2 times per elected term.
- Student representatives will participate in discussion, motions, votes and deliberations of agenda items
- Student representatives should review the NLC Education Council bylaws, as found of the NLC Education Council webpage.
- During a meeting a camera must be used when online (to be counted as attending)[1]
- Participation for the entirety of the meeting unless discussed with the Education Council Chair.

[1] Permission must be obtained from Chair, Vice-Chair or Education Council Assistant prior to meeting if a camera cannot be used during the meeting.

DUTIES

- Attendance at regularly scheduled Education Council meetings
- Membership and participation in Education Council committee(s), if schedule permits

PROCESS

At the discretion of the Education Council Chair, Certificates of Participation will be provided to all elected Student Members that attend Education Council meetings consistently at the end of the term.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- E-2-07 Education Council - Student Representative Remuneration
- Education Council - Student Representative Remuneration procedures

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	October 2026	Governance committee and Educational Policies committee	Education Council

Next Scheduled Review Date

September 2032