



CANADIAN COUNSELLING AND  
PSYCHOTHERAPY ASSOCIATION  
L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

## **CCPA Student Representative**

### **- Outline of Responsibilities -**

As a CCPA Student Representative, you act as a liaison between CCPA and the students and faculty at your University. CCPA Student Reps should have a presence at student activities, organize information sessions, and effectively communicate with students, faculty, and CCPA Head Office.

#### **The main responsibilities of Student Reps are to:**

1. Sign the *CCPA Student Representative Agreement* when you become a Student Rep and each year when you renew your membership:  
<http://www.ccpa-accp.ca/en/forstudents/studentreps/>
2. Participate in one Annual Student Rep conference call with CCPA Head Office in September.
3. Submit the one-page *CCPA Student Representative Activity Report Form* once per year.
4. Participate in the publication of the Student Newsletter.
5. Communicate relevant updates from CCPA to counselling students through ListServ and posters (e.g. Legislative changes)

#### **Student Representative Optional Activities:**

1. Submit the material required so that you may be profiled in CCPA's Ambassador's Program  
[\(http://www.ccpa-accp.ca/en/ambassadors/\)](http://www.ccpa-accp.ca/en/ambassadors/)
2. "Follow" CCPA on Twitter and Facebook, if applicable.

**Sample of Rep activities by month:**

**NOTE: The activities listed by month are simply suggestions by CCPA.** CCPA Student Reps are encouraged to develop and participate in activities that suit their schedule and counselling student body.

Month	Activity(ies)	Resources & Materials
September	<ul style="list-style-type: none"> <li>- Participate in the conference call.</li> <li>- Obtain list-serv of counselling students or otherwise ask staff/faculty if they would be willing to forward your emails</li> <li>- Involvement with orientation for counselling students</li> </ul>	<ul style="list-style-type: none"> <li>- Student Rep Kit, including the conference call agenda</li> <li>- Student Kits and other materials for orientation</li> </ul>
October	<ul style="list-style-type: none"> <li>- Hold a CCPA Introductory Information Session</li> <li>- Contact students regarding the call for proposals for the conference</li> </ul>	<ul style="list-style-type: none"> <li>- CCPA Students PowerPoint Presentation</li> <li>- Call for Presenters Poster</li> </ul>
November	<ul style="list-style-type: none"> <li>- Contact students regarding the upcoming student awards deadline</li> </ul>	<ul style="list-style-type: none"> <li>- CCPA Student Awards Poster</li> </ul>
December	<ul style="list-style-type: none"> <li>- If the CCPA Conference will be in your city, start preparing for a student session or booth.</li> </ul>	
January	<ul style="list-style-type: none"> <li>- Update contact list to include any new students in program (if applicable)</li> <li>- Contact students regarding the early bird deadline for the CCPA Conference</li> <li>- Assist with preparation of the publication of CCPA Student Newsletter by submitting an article or seeking contributions from peers or faculty members</li> </ul>	<ul style="list-style-type: none"> <li>- Poster for upcoming early bird deadline for CCPA Conference</li> </ul>
February	<ul style="list-style-type: none"> <li>- Organize an event (e.g.. pizza evening/networking, info session) and invite students and faculty</li> </ul>	<ul style="list-style-type: none"> <li>- Pre-approval of expenses form</li> <li>- Any required presentation documents</li> </ul>
March	<ul style="list-style-type: none"> <li>- Email students and post flyers regarding CCPA's Incentive Program</li> </ul>	<ul style="list-style-type: none"> <li>- Poster for Incentive Program</li> </ul>
April	<ul style="list-style-type: none"> <li>- Remind students of the upcoming conference</li> </ul>	<ul style="list-style-type: none"> <li>- Conference poster</li> </ul>
May	<ul style="list-style-type: none"> <li>- If you are attending the conference, help with the student session</li> </ul>	
June & July	<ul style="list-style-type: none"> <li>- Submit the CCPA Student Rep Activity Report Form</li> <li>- Confirm attendance and preferred date of conference call</li> </ul>	<ul style="list-style-type: none"> <li>- CCPA CCPA Student Rep Activity Report Form</li> </ul>