

GSA Board of Directors Position Descriptions

Position: President

Expected Time Commitment: 30-40 hours per week

The President is responsible for the overall direction and oversight of the GSA. The President chairs the GSA's Board of Directors and is the primary person responsible for the conduct and communication between the GSA and internal and external stakeholders. The President is expected to work on GSA related business 30-40 hours per week, but often only a portion of those hours are spent in the office. The actual time commitment varies over the course of the year and can change as situations arise. Key aspects of the President's portfolio include:

- i) Providing the graduate student perspective as a member of the Board of Governors of the University;
- ii) Providing the graduate student perspective as a member of the Board of the University of Calgary Properties Group;
- iii) Representing University of Calgary graduate students as an association delegate to the Canadian Alliance of Students' Associations;
- iv) Advocating on behalf of graduate students on all issues, including providing the graduate student viewpoint to the press;
- v) Upholding the interests of graduate students on all issues;
- vi) Actively participating on various University committees including:
 - a. General Faculties Council and its various sub-committees, including:
 - i. Academic Planning and Priorities Committee
 - ii. Faculty of Graduate Studies Council
 - iii. FGSC Executive Committee
 - iv. Working Groups including FGS ii' taa'poh'to'p Working Group
 - b. Board of Governors and its various sub-committees. Particular sub-committees may change from year to year, but typically include:
 - i. Budget Committee;
 - ii. Environment, Health, Safety and Sustainability Committee;
 - iii. Finance and Property Committee; and
 - iv. Tuition and Fees Consultation Committee.
 - c. Faculty of Graduate Studies Council and its sub-committees, including Faculty of Graduate Studies Council – Executive Committee

- vii) Overseeing the GSA's Governance Committee;
- viii) Actively participate on GSA's Finance Standing Committee;
- ix) Overseeing all activities and operations of the GSA through the Executive Board and Executive Director, including GSA Committees;
- x) Acting as principal liaison and point of contact in dealings with the University, The University of Calgary Faculty Association, and the Students' Union;
- xi) Participating in candidate searches at the decanal level and above;
- xii) Traveling to represent the GSA at provincial and national conferences;
- xiii) Participating in the performance reviews and appointment renewals of senior faculty and staff at the decanal level and above at the University;
- xiv) Supervising and evaluating the GSA's Executive Director; and
- xv) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.



University of Calgary Graduate Students' Association
1030ES 844 Campus Drive NW
Calgary, Alberta T2N 1N4
Tel (403) 220-5997
www.gsa.ucalgary.ca

GSA Board of Directors Position Descriptions

Position: Vice President Academic

Expected Time Commitment: 20-30 hours per week

The VP Academic is responsible for all academic matters that affect graduate students at the University of Calgary. This includes sitting on a wide range of University committees, such as General Faculties Council and its various standing committees; addressing graduate student academic appeals; and overseeing GSA Awards. The VP Academic is a voting member of the GSA's Board of Directors and helps enforce the by-laws of the organization. The VP Academic is expected to be in the GSA office 10-15 hours per week.

Key aspects of this portfolio include:

- xvi) Advocating for the academic interests and concerns of graduate students;
- xvii) Representing graduate students on the development of University policies, academic services and activities;
- xviii) Upholding the interests of graduate students on issues of academic appeals and grievances;
- xix) Actively participating on or overseeing graduate student participation on various University committees including:
 - a) General Faculties Council and its various sub-committees, including:
 - i. GFC Executive Committee;
 - ii. Research and Scholarship Committee;
 - iii. Graduate Academic Programs Subcommittee; and
 - iv. Teaching and Learning Committee.
 - b) Faculty Tenure and Promotion Committees;
 - c) Decanal Search committees as assigned by president; and
 - d) Faculty of Graduate Studies Council and various sub-committees, including:
 - i. FGS Awards Oversight Committee;
 - ii. FGS Research Committee; and
 - iii. FGS Appeals Committee;
- xx) Overseeing the GSA's Academic Standing Committee (ASC) and Awards Committee (AC);
- xxi) Jointly overseeing the University's Ombudsperson with the Students' Union and the office of the Provost; and
- xxii) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.



University of Calgary Graduate Students' Association
214 MacKimmie Library Tower
2500 University Drive. N.W.
Calgary, Alberta
T2N 1N4
Tel (403) 220-5997 Fax (403) 282-8992
www.gsa.ucalgary.ca

GSA Board of Directors Position Descriptions

Position: Vice President External

Expected Time Commitment: 20-30 hours per week, on average.

Expected Travel Commitment: 4-5 weeks out of the year.

The VP External (bylaws 6.18) holds responsibility for the Association's advocacy activities, which includes: developing and maintaining the Association's relationships with all levels of government, representing the Association within student advocacy organizations, developing and maintaining stakeholder relations, promoting advocacy activities within the membership, and overseeing the Association's advocacy-related media and communications activities jointly with the President. The VP External is a voting member of the GSA's Executive Board of Directors (bylaws 6.1) and a voting member of the Graduate Representative Council (bylaws 9.). As a Board member, the VP External is expected to be in the GSA office 10-15 hours per week, but the time commitment for the role varies per week depending on the time of year and political landscape. Key aspects of this portfolio include:

- i) Advocating on behalf of graduate students at the University of Calgary to the municipal, provincial, and federal governments;
- ii) Working with the President and the Board to determine the municipal, provincial, and federal advocacy priorities for the Association, developing strategies to act on these priorities and implementing them;
- iii) Communicating and collaborating with student leaders across the country, including but not limited to:
 - a. Acting as a delegate and representing the GSA as a member of the Canadian Alliance of Student Associations (CASA);
 - b. Representing the GSA to relevant provincial groups and organizations;
 - c. Representing the GSA within the Calgary Student Alliance (CSA);
- iv) Developing relationships with key stakeholders in government and relevant ministries;
- v) Participating in consultations with various stakeholders, such as the Ministry of Advanced Education;
- vi) Traveling to represent the GSA at relevant municipal, provincial and national conferences;
- vii) Promoting engagement in and understanding of advocacy among membership;
- viii) Overseeing the development of the Association's advocacy related communications strategies and initiatives;
- ix) Electing chairs for and overseeing relevant GSA committees or working groups, if deemed appropriate by the Board, potentially including, but not necessarily limited to:

- a. GSA Food-Housing Working Group,
 - b. GSA Departmental\Advocacy Engagement Working Group,
 - c. Other committees related to the External as approved by the Board;
- x) Representing graduate students on key University councils such as Faculty of Graduate Studies Council (FGS), Tuition and Fees Consultation Committee (TFCC), General Faculties Council (GFC), or more as deemed relevant;
 - xi) Acting as the GSA Representative on the U of C Senate (delegated by the GSA President) and participating in the Senate committees, potentially including the Executive Committee and all, or a selection of, the following:
 - a. Lecture of a Lifetime;
 - b. Honorary Degree;
 - c. Order of the University of Calgary;
 - d. Community Engagement Committee; and
 - e. Senate Development Committee;
 - xii) Attending University of Calgary convocations as a Senator;
 - xiii) Representing the GSA at official University events and those in the broader Calgary community (Stampede etc.);
 - xiv) Reporting to and sitting as a voting member of the GSA's Graduate Representative Council (bylaws 9.1), overseeing the governance of the Association.
 - xv) Reporting to and serving as an executive member on the GSA's Board of Directors (bylaws 6.1), overseeing the operations of the Association;
 - xvi) Coordinating with the appropriate Staff Member(s) to keep the Association informed on relevant developments outside of the University that affect members of the GSA; and
 - xvii) Carrying out special projects as decided in the Spring planning session of the Board of Directors.



University of Calgary Graduate Students' Association
214 MacKimmie Library Tower
2500 University Drive. N.W.
Calgary, Alberta
T2N 1N4
Tel (403) 220-5997 Fax (403) 282-8992
www.gsa.ucalgary.ca

GSA Board of Directors Position Descriptions

Position: Vice President Student Life

Expected Time Commitment: 20-30 hours per week

The VP Student Life is responsible for all matters that pertain to the GSA and internal organizations of the university that relate to non-academic matters of the student experience. The VP Student Life is a voting member of the GSA's Board of Directors and helps enforce the by-laws of the organization. The VP Student Life is expected to be in the GSA office 10-15 hours per week. The months of August and September and January are an exceptionally busy time for the VP Student Life portfolio as they include the lead up to orientation and departmental orientations. This role is specifically supported by the GSA's Student Engagement Coordinator.

Key aspects of this portfolio include:

- i) Overseeing social activities and other events sponsored by the University for graduate students;
- ii) Organizing and overseeing various GSA events including, but not limited to: GradFest, ticket sales, GSA Food Drive, and day trips;
- iii) Overseeing the Student Experience and Events Committee (SEEC) and its chairs;
- iv) Overseeing the following GSA subcommittees and their chairs:
 - a. Events Subcommittee (ES);
 - b. Mental Health and Wellness Subcommittee (MHWS);
 - c. Newcomers and International Students Subcommittee (NISS);
 - d. Gender and Sexuality Alliance Subcommittee (GSA^2).
- v) Being responsible for all issues relating to Departmental Graduate Student Associations (DGAs) and Graduate Student Groups (GSGs);
- vi) Communicating with Graduate Representative Council (GRC) representatives;
- vii) Representing the GSA on Graduate Orientation planning committees.
- viii) Overseeing, with the Executive Director, the Management of the GSA's volunteers for important University events, such as Graduate Orientation.
- ix) Giving final approval for the GSA's e-newsletter and GRC Digest;
- x) Representing or overseeing the representatives of graduate students on numerous university committees such as, but not limited to:
 - a. Mental Health Advisory Committee;
 - b. Implementation Committee for the Prevention of Sexual Violence and Sexual Harassment;
 - c. International Student Experience Advisory Committee;
 - d. FGS/GSA Images of Research Competition Planning Committee;
 - e. Substance Use working group;
 - f. International Student Support Network (ISSN);
 - g. Mental Health Strategy Implementation Advisory Committee;

- h. Active Living and Athletics Committee (ALAC);
- xi) Representing graduate students on university committees including:
 - xii) Faculty of Graduate Studies Council; and
 - xiii) General Faculties Council;
- xiv) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.
- xv) Advocating for students' mental health and wellness to UCalgary wellness center.



University of Calgary Graduate Students' Association
214 MacKimmie Library Tower
2500 University Drive. N.W.
Calgary, Alberta
T2N 1N4
Tel (403) 220-5997 Fax (403) 282-8992
www.gsa.ucalgary.ca

GSA Board of Directors Position Descriptions

Position: Vice President Finance & Services

Expected Time Commitment: 20-30 hours per week

The VP Finance and Services is responsible for overseeing the financial operations of the Graduate Students' Association (GSA) and the services it provides. The VP Finance and Services is a voting member of the GSA's Board of Directors and helps enforce the bylaws of the organization.

September and January are particularly busy months for the VP Finance & Services as these are the months that lead up to the approval of fees and discussion of the budget for the following year (usually during the February Graduate Representative Council (GRC) meeting), and the approval of the budget at the March GRC meeting. These are also the months with the most Health and Dental questions/concerns as opt-outs are completed at the end of each of these months. As well, the beginning of each quarter is busy as Quality Money projects will be evaluated and the VP Finance & Services leads preliminary aspects of the application period.

Key aspects of this portfolio include:

- i) Acting as the Treasurer for the Association on the Executive Board;
- ii) Working with the Executive Director and the Accounting Manager to develop fee and budget proposals for the upcoming academic year;
- iii) Presenting financial statements for the Last Defence Lounge and GSA to the Executive Board each month;
- iv) Connecting the financial operations with the strategic goals of the GSA;
- v) Overseeing the GSA Health and Dental Plan and fielding questions from students relating to benefits, processes, etc.;
- vi) Providing oversight for Last Defence Lounge;
- vii) Coordinating and overseeing the fundraising and sponsorship efforts of the GSA;
- viii) Planning financial education workshops for graduate students;
- ix) Representing or overseeing the representatives of graduate students in various internal and external committees, including but not limited to
 - a. My GradSkills Evaluation Committee;
 - b. Office of Sustainability Committees;
 - c. Sustainability Working Committee;
 - d. Active Living and Athletics Committee;
 - e. Internships Advisory Committee; and
 - f. Advisory Council on Entrepreneurship and Innovation;
- x) Representing graduate students on University committees including:
 - a. General Faculties Council;
 - b. Faculty of Graduate Studies Council; and
 - c. Faculty of Graduate Studies Policy Committee

- xi) Overseeing the GSA's Sustainability Standing Committee;
- xii) Overseeing Quality Money process and proposals;
- xiii) Overseeing the chair and serving as vice-chair of the Finance Standing Committee;
- xiv) Overseeing the chair and serving as vice-chair of the Health and Dental Committee; and
- xv) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.