



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

## **Associate Vice President Labour Position Descriptions**

**Position: Vice President Labour**

**Expected Time Commitment: 15-30 hours per week**

As per Association Bylaw and the Committee's Terms of Reference, the GLU Chair shall:

- Maintain a record of current Academically Employed Graduate Students (AEGSs).
- Oversee the function of the GLU Committee, consisting of
  - Vice Chair Internal
  - Vice Chair Outreach
  - Vice Chair International
  - Vice Chair Health & Safety
  - Vice Chair Communications
  - Deputy Vice Chairs
- Alongside the Vice Chair Internal, schedule all LRC meetings;
- Alongside the Vice Chair Internal, formulate meeting agendas;
- Act as the spokesperson for the Association on all matters pertaining to labour relations and be the official spokesperson of the committee;
- With the VP Finance and Services, be authorized to sign collective agreements;
- Oversee the collective bargaining process on behalf of the GSA, and report the status of the collective bargaining process to the GLUC;
- Help Vice Chairs appoint one (1) deputy vice chair each to assist them in their positions;
- Communicate with AEGS regarding their rights and responsibilities as employees of the university;
- Support graduate students in the filing of grievances, as necessary;
- Respond promptly to student inquiries;
- Support graduate students in meetings with employers, as necessary; and
- File grievances for non-compliance of the Collective Agreement, as necessary.
- It is highly recommended (but not required) that the AVP Labour serve on the GLU's negotiating team during collective bargaining. This will entail an additional workload of approximately 20-30 hours a month until bargaining has concluded.