



Committee Chair and Vice Chair Description

Committee: Finance Standing Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: GSA VP Finance & Services serves as Vice Chair

Term: May 2023 – April 2024

Elected: April GRC Meeting

Committee Description

The Finance Standing Committee (FSC) reviews the financial records and investments of the Association on a regular basis. FSC reviews the draft budget for the following financial year prior to GRC approval and ensures that an annual audit of Association records is performed.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings to review monthly financial statements
- Present financial report to the Graduate Representative Council (GRC) at September AGM and last GRC meeting of the year in April.

Time Commitment: 5 Hours per month

Chair Honorarium: Eligible for up to \$1000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year



GSA Speaker & Judicial Board Chair

Eligibility: Active GSA member - Graduate Student

Elected: April GRC Meeting

Term: May 2023 – April 2024

Position Description

The Speaker shall act as a liaison between the Graduate Representative Council (GRC) and the Board. The Speaker retains their voting privileges at the GRC if they are also a GRC Representative. The Speaker serves as non-voting Chair of the Judicial Board.

Speaker Responsibilities

- be the liaison between the GRC and the Board.
- chair all meetings of the GRC, the AGM, and any SGMs.
- ensure the maintenance of the official GRC membership list.
- ensure that minutes are taken for each meeting by the Clerk.
- accept resignations if necessary and communicate all resignation notices to the Board and the EO.
- be responsible for the interpretation of the Bylaws and meeting procedures for the purposes of GRC Meetings, AGMs, and SGMs.

Judicial Board Chair Responsibilities

- Convene the Judicial Board when necessary and Chair Judicial Board Meetings.
- Organize and lead appeals proceedings with the Judicial Board.

Time Commitment: 3 hours per month. Additional time if and when the Judicial Board is convened.

Speaker Honorarium: \$150 per GRC meeting, AGM, or SGM.

Judicial Board Chair Honorarium: Eligible for up to \$250 per year



GSA Clerk

Eligibility: Active GSA member - Graduate Student

Elected: April GRC Meeting

Term: May 2023 – April 2024

Position Description

The Clerk is appointed by the GRC to record minutes at Graduate Representative Council (GRC) meetings, Annual General Meetings (AGM), and Special General Meetings (SGM). The Clerk retains their voting privileges at the GRC if they are also a GRC Representative.

Clerk Responsibilities

- Record minutes for all meetings of the GRC, the AGM, and any SGM
- Coordinate filing of minutes with GSA Governance & Services Coordinator

Time Commitment: 3 hours per month.

Honorarium: \$100 per GRC meeting, AGM, or SGM.



GSA Chief Returning Officer (CRO)

Eligibility: Active GSA member - Graduate Student

Elected: April GRC Meeting

Term: May 2023 – April 2024

Position Description

The Chief Returning Officer (CRO) is elected by the GRC to organize and oversee the annual election of the Board and any necessary by-elections, plebiscites, and referenda. The CRO is excluded from voting in GSA elections, by-elections, plebiscite, and referenda.

CRO Responsibilities

- Oversee the GSA annual general election and any by-election, plebiscite, or referenda that may occur
- Coordinate election processes, work closely with Executive Officer (Director) and Executive Coordinator
- Communicate with Candidates throughout the election process
- Submit annual report and election policy recommendations
- Appoint a Deputy Returning Officer (DRO) who will carry out the duties of the CRO should the CRO be unable to perform them. The DRO may take on responsibilities as assigned by the CRO depending on the work-load required to carry out a successful election.

Time Commitment: 0 - 10 hours per month mostly during GSA General Elections and any potential by-elections.

Honorarium: Eligible for up to \$2,500 per year