



University of Calgary Graduate Students' Association
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GSA Board of Directors Position Descriptions

President (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 West Campus Development Trust;
- iii) Potentially representing graduate students as a director, and possibly executive, of the Alberta Graduate Provincial Advocacy Council;
- 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 Academic Planning and Priorities Committee
 - 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.

Vice-President Academic (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.

Vice-President External (20-30 hours per week):

The VP External is responsible for activities related to student advocacy, government relations, community engagement and outreach, as well as, jointly with the President, media and communications. The VP External is a voting member of the GSA's Board of Directors and helps enforce the by-laws of the organization. The VP External is expected to be in the GSA office 10-15 hours per week, and the time commitment per week varies depending on the time of year and the 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 Board of Directors to determine the municipal, provincial, and federal advocacy priorities, developing strategies to address these priorities, and implementing them;
- iii) Acting as a Director, and potentially an Executive member, on the Board of Directors of the Alberta Graduate Provincial Advocacy Council (ab-GPAC);
- iv) Participating in consultations with various stakeholders, such as the Ministry of Advanced Education;
- v) Traveling to represent the GSA at provincial and national conferences;
- vi) Overseeing the GSA's External Relations Standing Committee;
- vii) Developing relationships with key stakeholders in government and relevant ministries;
- viii) Increasing graduate student engagement in advocacy;
- ix) Sitting on key University governance bodies, such as General Faculties Council (GFC) (forthcoming) and Faculty of Graduate Studies Council (FGS);
- x) Acting as the GSA Representative on the U of C Senate and participating in the Senate committees 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;
- xi) Attending all University of Calgary convocations as a Senator;
- xii) Overseeing the development of official communications of the Association;
- xiii) Reporting on relevant developments outside of the University that affect members of the GSA;
- xiv) Communicating and collaborating with student leaders across the country;
- xv) Providing oversight to the GSA's Executive Director on the GSA's Career & Mentorship program;
- xvi) Representing the GSA at official University events and those in the broader Calgary community (Stampede etc.); and
- xvii) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.

VICE-PRESIDENT STUDENT LIFE (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 are an exceptionally busy time for the VP Student Life portfolio as they include the lead up to orientation and departmental orientations. December is also busy because of the Food Drive and community engagement activities. This role is specifically supported by the GSA's Events Coordinator.

Key aspects of this portfolio include:

- i) Being responsible for all issues relating to Departmental Graduate Student Associations (DGAs) and Graduate Research Networks (GRNs);
- ii) Overseeing social activities and other events sponsored by the University for graduate students;
- iii) Communicating with Graduate Representative Council (GRC) representatives;
- iv) Jointly overseeing the Student Experience Standing Committee with the Student Experience co-chair;
- v) Overseeing the following GSA committees and chairs:
 - a. Community Engagement;
 - b. Events;
 - c. Mental Health and Wellness;
 - d. Newcomers and International Students; and
 - e. Residence and Family Housing.
- vi) Overseeing the consortium chairs (Foothills; Education; Engineering);
- 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) Organizing and overseeing various GSA events including, but not limited to: GradFest, ticket sales, GSA Food Drive, and day trips;
- xi) 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. Graduate Orientation Planning Committee; and
 - d. International Student Experience Advisory Committee;
- xii) Representing graduate students on University committees including:
 - xiii) Faculty of Graduate Studies Council; and
 - xiv) General Faculties Council;
- xv) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.

VICE-PRESIDENT FINANCE & SERVICES (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 by-laws of the organization. The VP Finance & Services is expected to be in the GSA office 10-15 hours per week.

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 GRC meeting), and the approval of the budget at the March Graduate Representative Council 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, November is busy as Quality Money projects will be evaluated and the VP Finance & Services is involved in 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) Overseeing the Collective Agreement;
- iii) Working with the Executive Director and the Accounting Manager to develop fee and budget proposals for the upcoming academic year;
- iv) Connecting the financial operations with the strategic goals of the GSA;
- v) Overseeing the GSA Health and Dental Plan;

- vi) Providing oversight for Last Defence Lounge;
- vii) Coordinating and overseeing the fundraising and sponsorship efforts of the GSA;
- viii) Overseeing the Associations' front office services;
- 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. Internships Advisory Committee; and
 - d. 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 Emergency Bursary Program;
- xiv) Overseeing the chair and serving as vice-chair of the Finance Standing Committee; and
- xv) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.