



University of Calgary Graduate Students' Association
1030ES 844 Campus Drive NW
Calgary, Alberta T2N 1N4
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www.gsa.ucalgary.ca

Associate Vice President Labour Position Descriptions

Position: Vice President Labour

Expected Time Commitment: 20 hours per week

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

- Liaise with the GSA HR manager in order to maintain a record of current LRC membership; and maintain a record of current Academically Employed Graduate Students (AEGSs).
- Schedule all LRC meetings;
- 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 with the VP Finance and Services, report the status of the collective bargaining process to the LRC;
- Report monthly to the Board of Directors;
- Appoint one (1) faculty representative member from each of the faculties of UCalgary, which have at least ten (10) AEGS enrolled in a graduate program in that faculty;
- 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.