



Committee Chair and Vice Chair Description

Committee: Governance Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2024 – April 2025

Committee Description

The Governance Committee provides oversight and advice to the President on the governance of the GSA, at the direction of the President, the Board, or GRC. This may include conducting an annual review of the GSA's bylaws, reviewing and updating GSA policies, and conducting a DGA bylaw review.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to GSA President

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable

Time Commitment: 5 -10 Hours per month

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

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



Committee Chair and Vice Chair Description

Committee: Academic Events Committee

Committee Chair Positions: 1 Graduate Student Volunteer

Committee Vice Chair Positions: 2 Graduate Student Volunteers

Term: May 2024 – April 2025

Committee Description

Dedicated to advancing graduate student academic development and professional growth, the Academic Events Committee (AEC) orchestrates workshops, seminars, and networking events.

Chair Responsibilities

- Shape long-term academic goals in line with GSA objectives.
- Review and uphold AEC Terms of Reference (TOR).
- Recruit diverse members and foster leadership.
- Facilitate monthly meetings of your team.
- Liaise with GSA VP Academic and stakeholders.
- Support your team in planning and executing academic events.
- Review and refine initiatives for effectiveness.
- Represent graduate student interests within the academic community.

Chair Time Commitment: 10 – 15 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Responsibilities

- Assist the chair in implementing the committee's vision and strategy.
- Provide support to the chair in various tasks as needed.
- Lead committee meetings in the absence of the chair.
- Serve as a secondary point of contact for stakeholders and the GSA VP Academic
- Assist in event planning and execution alongside the chair.
- Ensure smooth transition and continuity of initiatives in the absence of the chair.
- Step in to represent graduate student interests when required.

Vice Chair Time Commitment: 5 – 10 hours per month

Vice Chair(s) Honorarium: Eligible for up to \$700 per year, per chair



Committee Chair and Vice Chair Description

Committee: Awards Committee

Committee Chair Positions: 1 Chair

Committee Vice Chair Positions: 3 Vice Chairs

Term: May 2024 – April 2025

Committee Description

Dedicated to recognizing the achievements and needs of our members, the Awards Committee (AC) adjudicates GSA award applications and recommends recipients for GSA awards, grants, and bursaries. With transparency as our cornerstone, the AC develops and adheres to selection criteria and evaluation procedures. Made of over 80 members, the AC strives to create a culture of recognition and support for academic excellence.

Chair Responsibilities

- Provide strategic direction and oversight to the committee.
- Ensure transparency and integrity in the awards process.
- Facilitate meetings and maintain effective communication among members.
- Guide the development of selection criteria and evaluation procedures.
- Represent the committee and communicate with stakeholders, including the GSA and award applicants.
- Monitor the quality and consistency of award adjudication and recommendation processes.
- Address any conflicts or concerns that arise during the awards process.
- Identify areas for process enhancement and implement improvements as needed.
- Provide regular updates and reports to the GSA VP Academic on committee activities and outcomes.

Chair Time Commitment: 20 – 40 hours per month

Chair Honorarium: Eligible for up to \$4,500 per year

Vice Chair Responsibilities

- Assist the chair in fulfilling their responsibilities and executing committee tasks.
- Step in to lead meetings in the absence of the chair.
- Aid in managing the awards process, including application review and recipient recommendation.
- Assist in maintaining effective communication among committee members and stakeholders.
- Engage with stakeholders and provide support in liaising with the GSA and award applicants.
- Help monitor the quality and consistency of the awards process.
- Assist in addressing conflicts or concerns that may arise during the awards process.
- Contribute ideas for process enhancement and assist in implementing improvements.
- Assist the chair in preparing reports and updates for submission to the GSA VP Academic.

Vice Chair Time Commitment: 10 – 20 hours per month

Vice Chair(s) Honorarium: Eligible for up to \$1,800 per year, per chair



Committee Chair and Vice Chair Description

Committee: Student Experience and Events Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2024 – April 2025

Committee Description

The Student Experience and Events Committee (SEEC) enhances the life and graduate school experience of GSA members at large at the University of Calgary through events, programming, and other initiatives. The Student Engagement and Events Committee oversees and leads the four SEEC subcommittees. This committee also acts as a consultative body for the VP Student Life.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to GSA VP – Student Life, and provide annual report
- Act as a link between the committee members, the Chais and/or Vice-chair of the SEEC sub-committees and the Responsible Board Member.

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable
- Record meeting minutes

Time Commitment: 6 – 12 hours per month

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

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



Committee Chair and Vice Chair Description

Committee: Gender and Sexuality Alliance Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers (Vice chair Advocacy and Vice Chair Student Life)

Term: May 2024 – April 2025

Committee Description

The purpose of the GSA Gender and Sexuality Alliance ([GSA]2) Subcommittee is to enhance the life and graduate school experience of 2SLGBTQIAP+ (Two-Spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex, agender, asexual, aromantic, pansexual, and all gender and sexually diverse identities) GSA members through events. The subcommittee works to increase the visibility of gender and sexual minorities within the university and broader community.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to Student Experience and Events Committee

Vice Chair Responsibilities

- Support Chair as needed
- Record meeting minutes
- Attend campus wide meetings as VPSL delegate
- Lead meetings when Chair is unavailable

Time Commitment: 5 - 10 hours per month

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

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



Committee Chair and Vice Chair Description

Committee: Mental Health and Wellness Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers

Term: May 2024 – April 2025

Committee Description

The purpose of the Mental Health and Wellness Subcommittee (MHWS) is to enhance the mental health of all GSA members through events, campaigns, education, and advocacy initiatives. The subcommittee works to create a compassionate post-secondary environment in which students are provided resources to support their mental health and feel comfortable seeking support for their mental health and well-being.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to Student Experience and Events Committee

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable
- Record meeting minutes
- Attend campus wide meetings as VPSL delegate

Time Commitment: 5 - 10 hours per month

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

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



Committee Chair and Vice Chair Description

Committee: Newcomers and International Students Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2024 – April 2025

Committee Description

The purpose of the Newcomers and International Student Subcommittee (NISS) is to enhance the life and graduate school experience of newcomer and international GSA members through events. The subcommittee works to nurture an inclusive environment for all newcomers and international students.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to Student Experience and Events Committee

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable
- Record meeting minutes
- Attend Campus wide meetings as VPSL delegate

Time Commitment: 5 - 10 hours per month

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

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



Committee Chair and Vice Chair Description

Committee: Events Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2024 – April 2025

Committee Description

The purpose of the Events Subcommittee (ES) is to run regular and recurring social events of the GSA under the guidance of the Student Engagement Coordinator to enhance the life and graduate school experience of GSA members.

Chair Responsibilities

- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to Student Experience and Events Committee
- Submit applications to SEEC for events, programs, and initiatives

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable
- Record meeting minutes
- Attend campus wide meetings as VPSL delegate

Time Commitment: 5 - 10 hours per month

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

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



Committee Chair and Vice Chair Description

Committee: Equity, Diversity, Inclusion, & Accessibility (EDIA) Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers

Term: May 2024 – April 2025

Committee Description

The GSA is committed to advocating on behalf of equity seeking groups including women, Indigenous peoples, racialized individuals, persons with disabilities, and LGBTQ2S+. The GSA EDI committee will work to amplify the voices of oppressed groups, bring awareness to issues, and improve equity, diversity, and inclusion within the GSA itself.

Chair Responsibilities

- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to Student Experience and Events Committee
- Submit applications to SEEC for events, programs, and initiatives

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable
- Record meeting minutes
- Attend campus wide meetings as VPSL delegate.

Time Commitment: 5 - 10 hours per month

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

Vice Chairs Honorarium: Eligible for up to \$700 each, per year