

1. Executive Directors

Executive Director, Finance; who shall be responsible for:

- I. Maintaining the budget and financial statements;
- II. Preparing the budget proposal for the following year to be presented at a General Meeting or the Annual General Meeting;
- III. Presenting the annual operating budget of the GSA at the AGM;
- IV. Communicating with the GSA auditor;
- V. Communicating with external businesses (e.g. book-keeping, accounting, insurance);
- VI. Consulting with members regarding the current and proposed budgets for the upcoming year, including holding at least one consultation meeting (which may occur concurrently with a Board of Directors meeting);
- VII. Administering reimbursements and payments for Affiliate Organizations and other approved GSA expenditures;
- VIII. and, Communicating with Credit Union.

Executive Director, Events; who shall be responsible for:

- I. Overseeing and coordinating activities and initiatives aimed at enhancing graduate student life, academic experience, and professional and career development on campus;
- II. Chairing the Events Committee;
- III. Overseeing the recruitment, onboarding, coordination, and support of GSA event and engagement volunteers;
- IV. Planning, coordinating, and delivering GSA events and activities;
- V. Collaborating with the Grad Community Facilitators events (SEO);
- VI. Meeting and collaborating with the Global Engagement Office to align efforts on campus;
- VII. Collaborating with Affiliate Organizations on events;
- VIII. Booking rooms for events;
- IX. Participating in orientations and other University events;
- X. Ensuring the creation and distribution of GSA event promotion materials (e.g. communicating with University staff, social media);
- XI. and, Organizing food and other services for GSA events and meetings, etc.

Executive Directors receive an honorarium of approximately **\$915 per month**, subject to the applicable GSA governing documents and approved honorarium structure.

2. Department Representatives

Engineering Representative who must be enrolled in one of: M.A.Sc. in Civil Engineering, M.A.Sc. in Mechanical Engineering, M.A.Sc. in Electrical Engineering, M.Eng. in Civil Engineering, M.Eng. in Mechanical Engineering, M.Eng. in Electrical Engineering, Ph.D. in Civil Engineering, Ph.D. in Mechanical Engineering, Ph.D. in Electrical Engineering;

Psychology Representative who must be enrolled in one of: M.A. in Psychology Clinical Psychology, M.A. in Psychology Psychological Sciences, Ph.D. in Psychology Clinical Psychology, Ph.D. in Psychology Psychological Sciences;

Social Work Representative who must be enrolled in one of: Master of Social Work Foundational, Master of Social Work Advanced;

Computer Science, Mathematics, Physics and Statistics Representative who must be enrolled in one of: M.Sc. in Computer Science, M.Sc. in Mathematics, M.Sc. in Medical Physics, Master of Data Science, Ph.D. in Computer Science, Ph.D. in Mathematics, Ph.D. in Medical Physics;

Biology Representative who must be enrolled in one of: M.Sc. in Biology, M.Sc. in Biochemistry and Molecular Biology, Master of Biotechnology, Ph.D. in Biology, Ph.D. in Biochemistry and Molecular Biology;

Earth and Environmental Sciences Representative who must be enrolled in one of: M.Sc. in Earth and Environmental Sciences, Ph.D. in Earth and Environmental Sciences;

Nursing Representative who must be enrolled in one of: Master of Science in Nursing, Ph.D. in Nursing;

Management Representative who must be enrolled in one of: Master of Management;

Creative and Critical Studies Representative who must be enrolled in one of: M.A. in English, M.F.A. in Creative Writing, M.F.A. in Interdisciplinary Studies, M.F.A. in Visual Arts;

Education Representative who must be enrolled in one of: Doctor of Education, M.A. in Education, Master of Education; and

Health and Exercise Sciences Representative who must be enrolled in one of: M.Sc. in Health and Exercise Sciences, Ph.D. in Kinesiology;

A Department Representative shall be considered part of the leadership of their department's Course Union and shall actively participate in the activities of that Course Union. While the position of Department Representative shall constitute a separate position from any executive position within the Course Union, a Department Representative may stand for election to

another position within their department's Course Union during that Course Union's election process, in accordance with the Course Union's governing document.

3. Student Representatives

Available Positions: Disabled Students Representative and Indigenous Representative.

Role and Responsibilities

Student Representatives represent the interests, concerns, and perspectives of the graduate student constituency associated with their respective position and bring relevant matters to the GSA Board of Directors.

Expectations for Department and Student Representatives:

The following expectations apply to both Department Representatives and Student Representatives:

- Attend and actively participate in **biweekly GSA Board of Directors meetings**.
- Represent the interests and concerns of the graduate students within their respective constituency.
- Maintain communication with the students they represent.
- Bring relevant concerns, feedback, and matters affecting their constituency to the Board.
- Participate in Board discussions and decision-making.
- Maintain appropriate communication with the GSA throughout their term.