Executive Committee/Officers

The GSA Executive is elected by the membership each April. They are elected from and by the full GSA membership and hold office from May 1st to April 30th of the following year. Officers must be registered graduate students at Brock University for the entire time they hold office (See *GSA Bylaw One* section 7). Officers must commit to the term in its entirety and must be available and able to fulfill their duties for the entire twelve-month period. Co-op students, who are not able to commit to a 12 month continuous term, are not eligible to apply.

All officers must meet the following criteria:

- Be a **registered** full or part-time graduate student in good standing at Brock University
- Be a resident of Ontario (Canadian and international students are both eligible to stand, but you must maintain a residence in Ontario during your tenure)
- Be at least 18 years of age
- Have no criminal record for which a pardon has not been received
- Have no un-discharged bankruptcy in the past seven years

In addition to the specific job duties listed below, members of the Executive Committee are expected to:

- Maintain close communication with the Office Administrator and with fellow Executive Committee members;
- Represent the GSA membership on university committees;
- Actively engage with the GSA membership to ascertain the needs of graduate students and to encourage members' participation in GSA events;
- Attend and actively participate in all GSA Council Meetings;
- All Executive Committee members are expected to attend Joint GSA/BUSU Meetings, and any scheduled meetings with the Dean of the Faculty of Graduate Studies and the President of Brock University;
- Attend orientation presentations for new graduate students, and help to assimilate and integrate new graduate students into Brock University.

Duties and Tasks of the Executive Council

President

The Faculty of Graduate Studies guidelines limit graduate students to a maximum of ten hours of paid work per week. Given the wide-ranging responsibilities and time commitment expected from the position, it is understood that the GSA president will not accept additional TA or RA work outside of their presidency, but instead will be paid the equivalent of three 120 hour terms at current CUPE 4207 Graduate Teaching Assistant rate over the twelve month term.

Job Description

- The President shall be charged with the general management and supervision of the affairs and operations of the GSA (for example the health and dental plan operation, the bus pass program, student aid etc.);

- The President shall be the official spokesperson for the GSA and shall work to increase the visibility of the GSA in the Brock community and beyond;
- The President shall advocate for graduate student issues at all levels of University government;
- The President shall present a report of all activities undertaken on behalf of the GSA to all general meetings of the GSA;
- The President shall present an annual written report which is satisfactory to the outgoing executive as well as contribute to the GSA web page update;
- The President (along with the VP Finance) shall have signing authority for the GSA on all accounts set up for the use of the GSA;
- The President shall sit as an ex-officio member of the Brock University Board of Trustees. The President has no voting authority in those meetings;
- The President shall fulfill such other duties as do not properly fall to any other officer as may be determined by the Directors of the GSA;
- The President shall call and chair all meetings of the GSA;
- The President shall be responsible for maintaining order, recognizing speakers, and proceedings with the agenda at all meetings;
- The President will maintain close communication with the Office Co-ordinator and with members of the Executive Committee;
- The President must sit on the following University committees and attend their regular meetings as a representative of the GSA: Graduate Council, Standing Committee (GSA, FGS & Brock U), Joint GSA/BUSU Committee, and Senate Graduate Studies Committee;
- Under various circumstances, the University will formulate committees vital for the progression and benefit of the institution. It is expected that the President will sit upon such committees, or find the best graduate student representative;
- The President will keep in regular communication with the Dean of the Faculty of Graduate Studies, the President of the University and the VP Finance and Administration of the University (whenever possible);
- The President shall call to order at least one GSA Executive Committee meeting per month.

The role of GSA President requires a minimum commitment of 10 hours a week. Candidates must represent the graduate student body in meetings, negotiations and consultations with various partners across campus, and must be comfortable in a professional environment. In addition, the GSA president must attend university and community events outside the hours of a traditional work week (i.e., evenings and weekends). Questions about the position can be directed to gsapresident@brocku.ca.

VP Student Affairs
Job Description

- The Vice-President Student Affairs shall exercise the powers and be charged with the duties of the President in the extended absence or incapacity of the latter, or when a vacancy in the Presidency exists;
- The VP Student Affairs shall be responsible, with the help of the Office Co-ordinator if desired, for the organization, coordination, general management for all social, recreational, artistic, literary and educational activities;
- The VP Student Affairs will organize a variety of events which will appeal to the various interests of the membership (e.g. regular inclusion of non-sport events);

- The VP Student Affairs shall present a report of activities undertaken on behalf of the GSA at all general meetings;
- The VP Student Affairs shall be aware of activities ongoing throughout the University that relate directly to graduate students and will make the Executive members aware of activities they should be attending;
- The VP Student Affairs will announce at the monthly Council meeting upcoming activities within the university community of which other graduate students may be interested;
- The VP Student Affairs will coordinate with the Office Co-ordinator and VP Communications promotion of GSA events through the GSA website, FaceBook page, Twitter account, posters and email newsletter;
- The VP Student Affairs will maintain close communication with the Office Co-ordinator and with members of the Executive Committee;
- The VP Student Affairs shall perform other duties as may be determined by the Executive of the GSA.
- The VP Student Affairs is expected to take up the GSA's responsibility on the Ombuds Advisory Committee, in the event that the VP Equity & External Affairs is unable to.

VP Equity and External Affairs
Job Description

- The VP Equity and External Affairs (E&EA) will represent equity-seeking groups among the graduate student membership;
- The VP E&EA shall plan and execute all campaigns of the CFS at the University and represent the GSA at the CFS meetings;
- The VP E&EA shall be charged with the responsibility of establishing and maintaining active communication with university graduate student associations external to Brock University;
- The VP E&EA shall be charged with the responsibility of establishing and maintaining active communication and positive relationships with organizations external to Brock University, as may be deemed advantageous by the Executives of the GSA;
- The VP E&EA shall keep the Officers and Directors appraised of all upcoming initiatives of any organization of which the GSA, or its members, are a member (i.e. CFS, CUPE);
- The VP E&EA shall represent the GSA to both the external community and Brock University in conjunction with the President;
- The VP E&EA shall participate in the organization and operation of community support initiatives;
- The VP E&EA will maintain close communication with the Office Co-ordinator and with members of the Executive Committee;
- The VP E&EA shall perform other duties as may be determined by the Executives of the GSA.
- The VP E&EA shall sit upon and take up all responsibilities on the Ombuds Advisory Committee.

VP Finance
Job Description

- The VP Finance, in coordination with the Office Co-ordinator, shall keep full and accurate account of all receipts and disbursements of the GSA in the proper books of account and the VP Finance shall deposit all monies or other valuable effects in the name and to the credit of the GSA in such bank or other financial institution as may be designated by the Executive of the GSA;
- The VP Finance shall disburse the funds of the GSA under the direction of the Executive of the GSA, taking proper vouchers therefore and shall render to the Executive of the GSA at the regular meetings an account of all transactions conducted, and of the financial position of the GSA;
- The VP Finance shall be responsible for policy surrounding the merchandising projects of the GSA;
- The VP Finance shall submit reports regularly at GSA Council meetings;
- The VP Finance will assist the Executive Committee in the organization and execution of any campaigns or initiatives which the GSA chooses to undertake;
- The VP Finance will maintain close communication with the Office Co-ordinator and with members of the Executive Committee;
- The VP Finance will be co-signatory, with the GSA President, on all GSA financial matters;
- The VP Finance shall perform such other duties as may be determined by the Executive of the GSA;
- The VP Finance shall sit upon and take up all inherent responsibilities on the university Planning, Priorities & Budget Advisory Committee;
- The VP Finance shall set-up and actively participate, with the GSA President, in regular meetings (at least one per term) with the Brock University VP Finance & Administration, and the Associate VP Finance.

VP Communications
Job Description

- The VP Communications shall, working with the Office Co-ordinator, develop and maintain a high level of visibility of the GSA around campus via website, Facebook, Twitter, email newsletter, flyers and other university channels such as Brock Press and Alumni News;
- The VP Communications will, in consultation with the Executive Committee, set and distribute agendas for Council and Executive Committee meetings;
- The VP Communications will collect written reports for inclusion in the Council minutes (when written reports are desired);
- The VP Communications shall record the minutes of the monthly GSA Council Meetings and, with the help of the Office Co-ordinator if desired, distribute copies electronically to the GSA Executive and Program Representatives (at the latest one week prior to the subsequent GSA Council Meeting);

- The VP Communications shall update or revise the Council Handbook annually and distribute to Council members;
- The VP Communications shall, with the help of the Office Co-ordinator, ensure that agendas, minutes, Council Handbook and other important information is available on the GSA webpage;
- The VP Communications shall, with the help of the VP Student Affairs and the Office Co-ordinator if desired, maintain the GSA webpage, Facebook and Twitter accounts with current and timely internal information (e.g. awareness campaigns, events, constitution, health plan information) and external information as it relates to the GSA membership;
- The VP Communications shall liaise with the Brock Press, Alumni News and other such university publications to ensure that submissions regarding news about graduates students and/or news of value to graduate students is published;
- The VP Communications shall liaise with CPI, Faculty of Graduate Studies and other such bodies in the university to maintain a mutually strong relationship and hence increase the visibility of the GSA on campus;
- The VP Communications will seek to fill vacancies on Boards and the GSA, including the supervision of department elections for Program Representatives and, with the help of the Office Co-ordinator if desired, the regular advertisement of vacant positions to the membership;
- The VP Communications, with the Office Co-ordinator, will write and distribute bi-weekly email newsletters to the membership;
- The VP Communication will maintain close communication with the Office Co-ordinator and with members of the Executive Committee;
- The VP Communications shall perform other duties as may be determined by the Executives of the GSA.

Program Representatives/Directors

Program representatives are the departmental representatives responsible for being a liaison between the GSA Executive and the graduate students in their programs. Sitting on the GSA Council and committees, they represent the GSA within the department and bring issues or concerns from their department to the attention of the larger graduate community. They are elected, within their department/program, every September for the school year.

- Program Representatives shall report on the activities, proceedings and policies of their departments at the monthly Council meetings;
- Program Representatives will be in contact with the members in their program to ascertain their views and bring their views to the Council meetings;
- Program Representatives will commit to attending GSA events whenever possible and to promoting these events within their programs;
- Program Representatives whose programs have cohorts at satellite campuses (eg. Hamilton, Oakville, Brantford, Toronto, Ottawa) will actively work with members from these campuses to ensure that their needs are represented at Council;
- Program Representatives will notify the GSA Office Co-ordinator or the VP Communications in advance if they are unable to attend a Council meeting;

- Program Representatives will actively encourage members to participate in GSA Committees and GSA events;
- Program Representatives are encouraged to bring initiatives to Council for consideration.

Committee Representatives

Committee representatives speak for the graduate students in various important committees in the Brock community and are members of the Executive Committee. Committee representatives attend both GSA Executive Committee meetings and GSA Council meetings so they can adequately represent the needs and vision of the GSA to the Senate and Board of Trustees. Any GSA member representing graduate students on university committees is required by the GSA to regularly (minimum twice a semester) present a report on their activities at Council meetings. Because of their importance to the GSA membership, these representatives are considered part of the Executive Committee.

GSA Senate Representative (2)
Job Description

- The Senators shall attend all meetings and functions as required by the Brock University Senate;
- The Senators shall report at the GSA monthly Council Meetings on senate affairs that impact graduate students directly. The Senators shall, in return, seek information from graduate students regarding upcoming and current senate proposals;
- Attendance at the GSA monthly Council Meetings is mandatory for Senators;
- The Senators, in conjunction with the Office Co-ordinator, shall maintain a complete list of graduate students on University committees, and maintain graduate members on these committees;
- The Senators shall actively seek out appropriate representatives to sit on committees that are of interest to graduate students;
- The Senators shall oversee graduate student representation on Senate Committee;
- The Senators shall maintain close communication with the GSA Office Co-ordinator and the Executive Committee members;
- The Senators shall perform other duties as may be determined by the Executive of the GSA.

The term of the GSA Senate Representative begins the day following Spring Convocation and ends the last day of Spring Convocation, one year later. The role of student senator involves attending and participating in senate meetings and additional senate committees. The election for this position is held at the same time as the GSA Executive Election.

Board of Trustees Representative
Job Description

- The Board of Trustees representative shall attend all meetings and functions as required by the Brock University Board of Trustees;

- The Board of Trustees representative shall attend and present at the regular GSA Council meetings and the monthly GSA Executive meetings so they are kept aware of the needs, aims and vision of the GSA membership they represent;
- The Board of Trustees representative shall maintain close communication with the GSA Executive Committee.

The board of trustees' representative is required to attend board meetings that occur outside of a traditional work week, and to read and consider materials associated with each meeting. In addition, this representative must be prepared to represent the GSA at various university events, including those on evenings and weekends. The Board of Trustees Member term is a one or two year term, corresponding to the student's term of study, to begin on July 1 and end on June 30. The election for this position is held at the same time as the GSA Executive Election.