

# **Graduate Students' Association of Concordia University of Edmonton**

## **Document Title: Description of the Positions of the GSA Board of Directors**

### **Policy Statement:**

The following document describes the positions on the GSA Board of Directors. This document is designed to provide information to all GSA Active Members.

### **Definitions:**

**"Active Members"** means all persons registered as graduate students in the Faculty of Graduate Studies at CUE and who pay full- or part-time Association fees.

**"Association"** means the Graduate Students' Association of Concordia University of Edmonton.

**"Board"** means the Board of Directors of the Association, which comprises the President, Vice President of Academic Affairs and External Relations, Vice-President of Student Affairs, Vice President Finance, and one (1) representative of each graduate program at CUE.

**"Board Member"** means a Director of the Board of Directors of the Association.

**"CUE"** means Concordia University of Edmonton.

**"Director"** means an Active Member elected to the Board of Directors of the Association.

**"Graduate Representative Council"** (GRC) is a group of Active Members from eligible departments as defined in the GSA bylaws.

**"GSA"** means the Graduate Students' Association of Concordia University of Edmonton.

**"President"** means the president of the Association and is a Director on the Association's Board of the Directors. The President must be an Active Member who has been elected by the Active Members of the Association.

**"Program Representative"** means an Active Member who has been elected or selected by the registered students of a CUE graduate program to represent their interests on the Association's Board of Directors.

**"VP Academic Affairs and External Relations"** means the Vice President Academic Affairs and External Relations of the Association and is a Director on the Association's

Board of the Directors. The VP Academic Affairs and External Relations must be an Active Member who has been elected by the Active Members of the Association.

**“VP Finance & Services”** means the Vice President Finance & Services of the Association and is a Director on the Association’s Board of the Directors. The VP Finance & Services must be an Active Member who has been elected by the Active Members of the Association.

**“VP Student Affairs”** means the Vice President Student Affairs of the Association and is a Director on the Association’s Board of the Directors. The VP Student Affairs must be an Active Member who has been elected by the Active Members of the Association.

### **Applicability**

This document applies to all Active Members of the GSA and Staff Members.

### **Reason for this Document**

This document is meant to provide descriptions of the positions on the Association’s Board of Directors and delineate the roles and responsibilities related to each position.

### **1) PRESIDENT (20-30 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 20-30 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 CUE’s Board of Governors;
- ii) Providing the graduate student perspective to CUE’s president and administrators;
- iii) Fulfilling the duties of the president as provided in the *Societies Act* of Alberta and the Association’s bylaws;
- iv) Reporting to the GRC at every GRC meeting;

- v) Potentially representing graduate students as a director, and possibly executive, of the Alberta Graduate Provincial Advocacy Council;
- vi) Advocating on behalf of graduate students on all issues, including with regard to providing the graduate student viewpoint to the press;
- vii) Upholding the interests of graduate students on all issues;
- viii) Actively participating on various CUE committees including:
  - a. General Faculties Council and its various sub-committees;
  - b. Board of Governors and its various sub-committees;
  - c. The Faculty of Graduate Studies Council;
  - d. The Academic Standards Committee, and
  - e. the Awards and Scholarships Committee
- ix) Overseeing the GSA's Governance Committee;
- x) Actively participating on GSA's Finance Standing Committee;
- xi) Overseeing all GSA committees as ex-officio member;
- xii) Serving as principal liaison and point of contact in dealings with CUE and the GSA.

**2. VICE-PRESIDENT ACADEMIC AFFAIRS AND EXTERNAL RELATIONS (5-15 hours per week):**

The Vice President Academic Affairs and External Relations is responsible for all academic matters that affect graduate students at CUE. This includes sitting on a wide range of university committees; addressing graduate student grievances and academic appeals. The VP Academic Affairs and External Relations is a voting member of the GSA's Board of Directors and helps enforce the by-laws of the organization (as do all members of the Executive). The VP Academic Affairs and External Relations is expected to be in the GSA office 5-15 hours per week.

Key aspects of this portfolio include:

- i) Advocating for the academic interests and concerns of CUE graduate students;
- ii) Representing graduate students on the development of CUE institutional policies, academic services and activities;
- iii) Fulfilling the duties of the VP Academic Affairs and External Relations as provided in the *Societies Act* of Alberta and the Association's bylaws;

- iv) Upholding the interests of CUE graduate students on issues of academic appeals and grievances;
- v) Actively participating on various CUE committees including:
  - a) \_\_\_\_\_; and
  - b) \_\_\_\_\_
- vi) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors;
- vii) Advocating on behalf of CUE graduate students to the municipal, provincial, and federal governments;
- viii) Working with the Association's Board of Directors to determine the municipal, provincial, and federal advocacy priorities, developing strategies to address these priorities, and implementing them;
- ix) Participating in consultations with various stakeholders, such as the Ministry of Advanced Education;
- x) Representing the GSA at national conferences;
- xi) Developing relationships with key stakeholders in government and relevant ministries;
- xii) Developing the official communications of the Association;
- xiii) Reporting on relevant developments outside of CUE that affect members of the GSA;
- xiv) Communicating and collaborating with student leaders across the country
- xv) Representing the GSA at official CUE events and those in the broader Edmonton community; and
- xvi) Carrying out other projects as decided by the Association's Board of Directors.

### **3. VICE-PRESIDENT FINANCE & SERVICES (5-15 hours per week):**

The Vice President Finance & Services is responsible for overseeing the general operations of the GSA and the services it provides. This position is also responsible for enforcing the Association's by-laws of the organization (as do all members of the Executive) and overseeing the GSA's finances. The VP Finance & Services is expected to be in the GSA office 5-15 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 the budget at the Association's

Annual General Meeting and the approval of fees and discussion of the budget for the following year (January).

Key aspects of this portfolio include:

- i) Acting as the Treasurer for the Association on the Executive Board;
- ii) Working with the accounting manager to develop fee and budget proposals for the upcoming academic year;
- iii) Fulfilling the duties of the VP Finance & Services as provided in the *Societies Act* of Alberta and the Association's bylaws;
- iv) Actively participating on various CUE committees including:  
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- v) Connecting the financial operations with the strategic goals of the GSA;
- vi) Being responsible for any GSA Health and Dental Plans;
- vii) Coordinating and overseeing fundraising and sponsorship efforts of the GSA;
- viii) Overseeing the Associations' front office services;
- ix) Organizing and overseeing GSA related workshops;
- x) Representing graduate students in various CUE committees;
- xi) Overseeing the Emergency Bursary Program;
- xii) Overseeing the chair and serve as vice-chair of the Finance Standing Committee; and
- xiii) Carrying out special strategic projects as decided in the Spring planning session of the Board of Directors.

#### **4. VICE-PRESIDENT STUDENT LIFE (5-15 hours per week):**

The Vice President Student Life is responsible for all matters that pertain to the GSA and internal organizations of CUE 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 5-15 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.

Key aspects of this portfolio include:

- i) Being responsible for all issues relating to Departmental Graduate Student Associations (DGAs);
- ii) Overseeing social activities and other events sponsored by CUE for graduate students;
- iii) Fulfilling the duties of the VP Student Life as provided in the *Societies Act* of Alberta and the Association's bylaws;
- iv) Actively participating on various CUE committees including:  
\_\_\_\_\_ ; and  
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- v) Communicating with Graduate Representative Council (GRC) representatives;
- vi) Overseeing the Student Experience Standing Committee with the VP Finance & Services;
- vii) Overseeing the following committees and chairs:
  - a) Community Engagement;
  - b) Events;
  - c) Mental Health and Wellness;
  - d) Newcomers and International Students;
  - e) Residence and Family Housing;
- viii) Being the GSA representative on Graduate Student Orientation planning committees;
- ix) Managing and maintaining many of the GSA's volunteers for important CUE events, such as Graduate Student Orientation;
- x) Giving final approval for the GSA's website and newsletter;
- xi) Organizing and overseeing various GSA events;
- xii) Being the GSA Representative on numerous CUE committees
- xiii) Carrying out special strategic projects as decided in the Spring planning session of the Association's Board of Directors.

#### **5) PROGRAM REPRESENTATIVE (1-2 per week)**

Every Program Representative is responsible for representing the issues, concerns and questions of fellow students in his/her graduate program to the GSA executive and to the

**GRC. Every Program Representative is a voting member of the GSA's Board of Directors and helps enforce the by-laws of the organization. Every Program Representative is expected to devote 1-2 hours per week related to GSA matters.**

**Key aspects of this portfolio include:**

- i) Being responsible for representing all representing the issues, concerns and questions of fellow students in his/her graduate program to the GSA executive and to the GRC;**
- ii) Attending meeting of the GSA executive and the GRC; and**
- iii) Fulfilling the duties of the Program Representative as provided in the Association's bylaws.**

