

# TWUGSA Council Position Descriptions

## Executive Council

### **President**

- Serve as the Chief Executive Officer of the Graduate Student Association.
- Meet at regular intervals with the University administration to discuss matters of mutual interest.
- Meet with the University's Vice President for Student Life at minimum once (1) a month.
- Represent the Graduate Student Association at various University gatherings, and to the community at large.
- Supervise the Graduate Student Council personnel, ensuring that all members perform their duties.
- Draw up the agenda for all meetings.
- Coordinate weekly Executive meetings.
- Serve on the Bylaw Review Committee.
- Serve two (2) Graduate Student Association hours every two week period.
- In the spring semester, undertake the training of and serve as an assistant to the newly elected President until the completion of the semester.

### **[Executive] Vice President**

- Assist the President and assume all the duties of the President if for any reason the President is unable to fulfill the duties of his/her office.
- Have an in-depth knowledge of the Constitution, Bylaws and Policy Manual.
- Be responsible for Graduate Student Association Meetings.
- Be knowledgeable of Parliamentary Procedure and Robert's Rules of Order.
- Preside as Chair at Graduate Student Association meetings, voting only in the event of a tie.
- Be responsible for setting a professional and controlled tone.
- Ensure fairness for all members.
- Maintain the effective and efficient discussion of items on agenda.
- Maintain and update the Rules of Procedure manual.
- Co-ordinate and Chair the By-Law Review Committee.
- Assist the President in supervising the Graduate Student Council personnel, ensuring that all members perform their duties.
- Serve two (2) Graduate Student Association hours every two week period.
- In the spring semester, undertake the training of and serve as an assistant to the newly elected Executive Vice President until the completion of the semester.

### **Vice President for Finance**

- Be responsible for ensuring that all financial procedures are followed.
- Be responsible for managing all Graduate Student Association assets.
- Financial Procedure
- Prepare and propose the budget and an annual operating budget for approval to the Graduate Student Council.
- Instruct all Graduate Student Council members in spending and reimbursement policies of the Graduate Student Association as these policies apply to them.
- Monitor all expenditures of the Graduate Student Association and ensure that all expenditures are in compliance with University regulations and Graduate Student Association financial policy.
- Notify the Executive of any apparent irregularities or variances from budgetary procedures and financial policies.
- Keep an orderly account of all receipts and expenditures of the Graduate Student Association.
- Maintain a strong relationship with the University employee responsible for the accounting of the Graduate Student Association.
- Maintain relationships with the University's Vice President of Finance and the Manager of Accounting Services.
- Serve two (2) Graduate Student Association hours every two week period.
- In the spring semester, undertake the training of and serve as an assistant to the newly elected Vice President for Finance until the completion of the semester.

## Representatives

*The Representatives from various seminaries/graduate programs shall be elected by their respective constituency as follows:*

**Association of Canadian Theological Seminaries (ACTS)** - 3 Representatives from three different programs

**School of Graduate Studies (SGS)** - 3 Representatives from three different programs  
All these members shall be voting members of the TWUGSA Council

### **Duties of program representatives include:**

- Attend all Graduate Student Council meetings
- Attend all Bylaw review meetings
- Assist in creating and reviewing the Policy Manual
- Represent the needs of his/her constituency as appointed by the Executive Council.
- File monthly reports with the Executive Assistant.

- Each semester, organize, coordinate, and publicize activities to bring unity to the Graduate Student Association.
- Clear all proposed activities with the Executive and the master calendar of the University.
- Clear all outgoing Student Council communication (advertisements, information, etc.) with a member of the Executive before distribution and/or posting.
- Serve two (2) Graduate Student Association hours every two week period.

## Appointed Graduate Student Association Administration

### **Executive Assistant**

- Ensure that all administrative needs of the Graduate Student Association are met and that the office is staffed, supplied, and operated as budgeted
- Keep an orderly record of all meetings including the Executive and Graduate Student Council meetings
- Maintain an annual update of the Student Council governing documents
- Fulfill the duties of Chief Electoral Officer during the elections in conjunction with the Executive Vice President.
- Assist in the creation of a master calendar of Graduate Student Association events
- Develop and maintain profession office décor that will reflect the Graduate Student Association.
- In the spring semester, undertake the training of and serve as an assistant to the newly appointed Executive Assistant until the completion of the semester.
- Complete any other tasks as assigned by the Executive.
- The Executive Assistant is required to attend all full Council meetings.

### **Communications Coordinator**

- Develop and update weekly the Graduate Student Association Website subject to the guidelines formulated by the University's Communications Committee.
- Work in conjunction with the Executive and Program Representatives to effectively promote and communicate Graduate Student Association activities.
- Post agendas for Graduate Student Council meetings and minutes from past meetings
- Explore and develop improved means of campus communication to better inform students of non-event Graduate Student Association activities, specifically forums, elections
- Take pictures or commission someone to take, develop and post pictures of Graduate Student Council activities

- In the spring semester, undertake the training of and serve as an assistant to the newly appointed Communications Coordinator until the completion of the semester.
- The Communications Coordinator is required to attend all full Council meetings.

### **Events Coordinator**

- Work in conjunction with the Executive and Program Representatives to coordinate all Graduate Student Association events.
- Create and maintain a master calendar of events.
- Create and maintain a master listing of contacts needed to facilitate the planning of events on campus.
- At every Council meeting, provide a summary report to the Council on event activities planned and held.
- In the spring semester, undertake the training of and serve as an assistant to the newly appointed Events Coordinator until the completion of the semester.
- The Events Coordinator is required to attend all full Council meetings.