

# Council Position Descriptions

## TWUGSA

### 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.

# Council Position Descriptions

**TWUGSA**

## **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.