

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.

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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.

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- 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

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- 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.