

Committee Chair and Vice Chair Description

Committee: Governance Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The Governance Committee provides oversight and advice to the President on the governance of the GSA, at the direction of the President, the Board, or GRC. This may include conducting an annual review of the GSA's bylaws, reviewing, and updating GSA policies, and conducting a DGA bylaw review.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to GSA President

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable

Time Commitment: 5 -10 Hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year

Committee Chair and Vice Chair Description

Committee: Academic Events Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers

Term: May 2023 – April 2024

Committee Description

The Academic Support Committee facilitates graduate student academic development opportunities and professional advancement. This is implemented through the organization of academic workshops, as well as the Peer Beyond Graduate Research Symposium.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Report to GSA VP-Academic

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable

Time Commitment: 5 – 10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chairs Honorarium: Eligible for up to \$700 per year

Committee Chair and Vice Chair Description

Committee: Awards Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers

Term: May 2023 – April 2024

Committee Description

The Awards Committee adjudicates award applications and recommends the recipient of the GSA's awards, grants, and bursaries. This includes implementing a transparent process of developing the awards program, selection criteria, and evaluation procedures. The Awards committee has approximately 60 members.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead committee meetings
- Report to GSA VP - Academic

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable

Chair Time Commitment: 12 - 40 hours per month

Chair Honorarium: Eligible for up to \$3000 per year

Vice-Chairs Time Commitment: 8-20 hours per month

Vice-Chairs Honorarium: Eligible for up to \$1,750 each, per year

Committee Chair and Vice Chair Description

Committee: Sustainability Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The Sustainability Committee functions to create a sustainable workplace and learning space for graduate students in order to enhance the overall graduate experience. The Sustainability Committee works to bring forth issues as well as opportunities related to sustainability, in order to integrate sustainable efforts into the University of Calgary. The Sustainability Committee partners with the Office of Sustainability (OS), graduate students, and University of Calgary partners to ensure its work is meaningful both for graduate students and within the larger realm of the University. Some of the works the committee does include host sustainability related trivia and educational events, workshop on Sustainability award in partnership with OS and hands-on sustainability related events such as growing your own plants, recycling. The works by the committee aligns with the University and United Nations' Sustainable Development Goals.

Chair Responsibilities

- Review Committee Terms of Reference
- Recruit committee members
- Schedule and lead monthly committee meetings
- Plan events with vice-chair and members
- Report to GSA VP – Finance & Services

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable

Time Commitment: 5 – 10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year

Committee Chair and Vice Chair Description

Committee: Student Experience and Events Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The Student Experience and Events Committee (SEEC) enhances the life and graduate school experience of GSA members at large at the University of Calgary through events, programming, and other initiatives. The Student Engagement and Events Committee oversees and leads the four SEEC subcommittees. This committee also acts as a consultative body for the VP Student Life.

Chair Responsibilities

- Provide the agenda for all SEEC meetings,
- Recruit committee members
- Schedule and lead monthly committee meetings,
- Report to GSA VP Student Life, and providing annual report,
- Act as a link between the committee members, the Chairs and/or Vice-Chair of the SEEC sub-committees and the Responsible Board Member.

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable,
- Take minutes during meetings.

Time Commitment: 6 – 12 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year



Committee Chair and Vice Chair Description

Committee: Gender and Sexuality Alliance Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers (Vice Chair Advocacy and Vice Chair Student Life)

Term: May 2023 – April 2024

Committee Description

The purpose of the GSA Gender and Sexuality Alliance ([GSA]2) Subcommittee is to enhance the life and graduate school experience of 2SLGBTQIAP+ (Two-Spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex, agender, asexual, aromantic, pansexual, and all gender and sexually diverse identities) GSA members through events. The subcommittee works to increase the visibility of gender and sexual minorities within the University and broader community.

Chair Responsibilities

- Recruit committee members,
- Schedule and lead monthly committee meetings,
- Report to Student Experience and Events Committee,
- Submit applications to SEEC for events, programs, and initiatives.

Vice Chair Responsibilities

- Support Chair as needed,
- Take minutes during meetings,
- Attend campus wide meetings as VPSL delegate.

Time Commitment: 5 - 10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year

Committee Chair and Vice Chair Description

Committee: Mental Health and Wellness Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers

Term: May 2023 – April 2024

Committee Description

The purpose of the Mental Health and Wellness Subcommittee (MHWS) is to enhance the mental health of all GSA members through events, campaigns, education, and advocacy initiatives. The subcommittee works to create a compassionate post-secondary environment in which students are provided resources to support their mental health and feel comfortable seeking support for their mental health and well-being.

Chair Responsibilities

- Recruit committee members,
- Schedule and lead monthly committee meetings,
- Report to Student Experience and Events Committee,
- Submit applications to SEEC for events, programs, and initiatives.

Vice Chair Responsibilities

- Support Chair as needed,
- Lead meetings when Chair is unavailable,
- Take minutes during meetings,
- Attend campus wide meetings as VPSL delegate.

Time Commitment: 5 - 10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year

Committee Chair and Vice Chair Description

Committee: Newcomers and International Students Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The purpose of the Newcomers and International Student Subcommittee (NISS) is to welcome newcomers and international students and support them to settle into the University of Calgary community and integrate into the larger Calgary community. The subcommittee works to nurture an inclusive environment for all newcomers and international students through events, programs, and initiatives.

Chair Responsibilities

- Recruit committee members,
- Schedule and lead monthly committee meetings,
- Report to Student Experience and Events Committee,
- Submit applications to SEEC for events, programs, and initiatives.

Vice Chair Responsibilities

- Support Chair as needed,
- Lead meetings when Chair is unavailable,
- Take minutes during meetings,
- Attend campus wide meetings as VPSL delegate.

Time Commitment: 5 - 10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year

Committee Chair and Vice Chair Description

Committee: Events Subcommittee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The purpose of the Events Subcommittee (ES) is to run regular and recurring social events of the GSA under the guidance of the Student Engagement Coordinator to enhance the life and graduate school experience of GSA members.

Chair Responsibilities

- Recruit committee members,
- Schedule and lead monthly committee meetings,
- Report to the Student Experience and Events Committee,
- Submit applications to SEEC for events, programs, and initiatives.

Vice Chair Responsibilities

- Support Chair as needed,
- Lead meetings when Chair is unavailable,
- Take minutes during meetings,
- Attend campus wide meetings as VPSL delegate.

Time Commitment: 5 - 10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year



Committee Chair and Vice Chair Description

Committee: Equity, Diversity, Inclusion, & Accessibility (EDIA) Committee

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 2 Graduate Student Volunteers

Term: May 2023 – April 2024

Committee Description

The GSA is committed to advocating on behalf of equity seeking groups including women, Indigenous peoples, racialized individuals, persons with disabilities, and LGBTQ2S+. The GSA EDI committee will work to amplify the voices of oppressed groups, bring awareness to issues, and improve equity, diversity, and inclusion within the GSA itself.

Chair Responsibilities

- Recruit committee members,
- Schedule and lead monthly committee meetings,
- Report to Student Experience and Events Committee,
- Submit applications to SEEC for events, programs, and initiatives.

Vice Chair Responsibilities

- Support Chair as needed,
- Lead meetings when Chair is unavailable,
- Take minutes during meetings,
- Attend campus wide meetings as VPSL delegate.

Time Commitment: 5 - 10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chairs Honorarium: Eligible for up to \$700 each, per year

Committee Chair and Vice Chair Description

Committee: Departmental Engagement Working Group

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The Departmental Engagement Working Group (DEWG) is an ad-hoc committee of the GSA, whose goal is to promote active participation within the Departmental Graduate Associations (DGAs) concerning their respective spaces of advocacy and governance. The DEWG is meant to support the Board in fulfilling the Association's priority to broaden and deepen student engagement, as identified in the Strategic Plan (2023-2026). To this end, in collaboration with GSA staff, the DEWG may organize information sessions, workshops, town halls, and/or other outreach initiatives deemed relevant to engage DGAs with their roles within the GSA. The DEWG shall operate in a space of ongoing reflection and learning, and is intended to work closely with the VP External and Board.

Chair Responsibilities

- Standard responsibilities as per the General Committee Terms of Reference
- Become familiar with the GSA's departmental engagement initiatives, workplans
- Recruit committee members, aiming for representation from each DGA.
- Support committee members as needed, on an ad-hoc basis
- Submit monthly reports to the VP External and Advocacy Team

Vice Chair Responsibilities

- Support Chair as needed
- Lead meetings when Chair is unavailable

Time Commitment: 10 - 20 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year

Committee Chair and Vice Chair Description

Committee: Food-Housing Working Group

Committee Chair positions: 1 Graduate Student Volunteer

Committee Vice Chairs positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The Food-Housing Working Group (FHWG) is an ad-hoc committee of the GSA, whose goal is to conduct research and advise the GSA's advocacy team on issues of student needs and priorities concerning food-housing security. The FHWG is meant to support the Board in fulfilling the Association's priority to address critical barriers to thriving, as identified in the Strategic Plan (2023-2026), particularly from the lens of basic needs (food and housing security). To this end, in collaboration with the VP External and GSA staff, the FHWG may plan and execute research initiatives, identify key stakeholders on the issue, identify programs and seek partnerships to promote food-housing security for our members, submit content to promote on the GSA's Food-Housing Webpage, and submit recommendations to the VP External and Board towards related advocacy initiatives.

Chair Responsibilities

- Standard responsibilities as per the General Committee Terms of Reference
- Become familiar with the GSA's advocacy initiatives regarding food-housing
- Recruit committee members and form task-teams on an ad-hoc basis
- Support committee members as needed, on an ad-hoc basis
- Coordinate biweekly with the VP External and Advocacy Team

Vice Chair Responsibilities

- Standard responsibilities as per the General Committee Terms of Reference

Time Commitment: 10-20 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Vice Chair Honorarium: Eligible for up to \$700 per year

Committee Chair Description

Committee: Health and Dental (H&D) Service Standards Committee

Committee Chair position: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The purpose of this Committee is to ensure graduate students are fully consulted throughout the Association's consultation with the current H&D provider. This Committee meets monthly with representatives from StudentCare, GSA staff, and relevant GSA Board members to discuss any ongoing issues with service, systems, and student cases that have been escalated.

Chair Responsibilities

- Ensuring Quorum is met for each meeting;
- Prepare all meeting documentation and disseminate to Committee members in a timely fashion;
- Ensure detailed minutes are taken for each meeting; and
- Prepare and adhere to a specific timeline to meet the objectives of the Committee.
- Maintain a record of current Committee membership;
- Schedule all Committee meetings;
- Record and file minutes for each Committee meeting; and
- Prepare an agenda for each Committee meeting, including submissions from the GRC or interested Active Members;

Time Commitment: 5-10 hours per month

Chair Honorarium: Eligible for up to \$1,000 per year

Committee Chair Description

Committee: Health and Dental (H&D) Provider Search Committee

Committee Chair position: 1 Graduate Student Volunteer

Term: May 2023 – December 2023

Committee Description

The purpose of this Committee is to ensure graduate students are fully consulted throughout the Association's task of renegotiating the H&D contract. This Committee will draft a Request for Proposal (RFP) to solicit bids for a new H&D provider. This Committee will field, evaluate, discuss, and vote on RFPs to determine which should be recommended to the Finance Standing Committee (FSC), Executive Board, and Graduate Representative Council (GRC). The Committee will conclude all required work by November 14, 2023, to present its recommendation to the FSC, Executive Board, and GRC before the holiday break in December.

Chair Responsibilities

- Ensuring Quorum is met for each meeting;
- Prepare all meeting documentation and disseminate to Committee members in a timely fashion;
- Ensure detailed minutes are taken for each meeting; and
- Prepare and adhere to a specific timeline to meet the objectives of the Committee.
- Maintain a record of current Committee membership;
- Schedule all Committee meetings;
- Record and file minutes for each Committee meeting; and
- Prepare an agenda for each Committee meeting, including submissions from the GRC or interested Active Members;

Time Commitment: 10-15 hours per month (May-December)

Chair Honorarium: Eligible for up to \$1,000 per year

Provincial Advocacy 3rd Hand (ab-GPAC 3rd Director)

Committee: Alberta Provincial Graduate Advocacy Council (ab-GPAC)

Provincial Third Hand (3rd Director)

Positions: 1 Graduate Student Volunteer

Term: May 2023 – April 2024

Committee Description

The Advocacy Team is recruiting a Third Director to assist in research, strategy, and other advocacy matters with our provincial stakeholders. The Provincial Third hand works closely with the President and VP External, sitting as the GSA's third director in the Alberta Graduate Provincial Advocacy Council (ab-GPAC). With ab-GPAC, UCGSA collaborates with the graduate associations at the University of Alberta, University of Athabasca, and Concordia University in Edmonton, to advocate for the collective graduate interest to our provincial stakeholders and governments.

Provincial Third Hand Responsibilities

- Represent the GSA as a third director (delegate) of ab-GPAC
- Participate in all ab-GPAC Board Meetings
- Attend ab-GPAC conferences and strategy sessions (any travel costs covered)
- Strategize, research, and develop policy asks of the Alberta Legislature
- Collaborate with other graduate groups in the province on collective advocacy
- Coordinate with the Advocacy Team to build stakeholder relationships in Alberta
- Coordinate (bi) weekly with the VP External and President on provincial matters

Estimated Time Commitment: 20 - 40 hours per month (varies by month)

Chair Honorarium: Eligible for up to \$2500 per year