2023-2024 GSS Graduate Representative Council

Rep Contact Info and Committee Preference Form

GSS Bylaws require every Grad Rep to sit on one Graduate Representative Council (GRC) Committee. This form is used to help assign committees according to each Grad Rep’s preferences, availability, and to have a diversity of disciplines on committees, whenever possible. Please review each committee’s description and meeting schedule (provided on the following pages) before listing your top three (3) committee preferences below.

PC Users: Please download the form and save **as YOURLASTNAME\_2023\_GRC\_Comm** BEFORE entering any data.

Mac Users: Please fill in the form, then ‘print to pdf’, then save this as **YOURLASTNAME\_2023\_GRC\_Comm**

Please email your completed form an attachment to **gssgov@uvic.ca** by Friday, Sept 23, 12 pm, NOON Thank you!

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| Name  |  | Academic Unit  |  |
| Preferred Email Note: this email will be shared with your fellow GRC Councillors.  |  | Phone  |  |
| Please note any scheduling limitations e.g. in co-op, not available during business hours for Fall semester, anticipation of taking a semester leave?  |  |
| I am willing to sit on more than one committee:  |  | I am willing to be a vice chair and chair committee meetings:  |  |
| For your academic unit, are you: Sole Rep [ ]  A Co-Rep [ ] If you are a co-rep: Will both of you be attending GRC meetings? Do you prefer to be on the same (submit the same preferences), or, different GRC Committees?  |
| Committee Preferences  |
| 1st Choice  |  |
| 2nd Choice  |  |
| 3rd Choice  |  |
| Please indicate here if you have an interest or willingness to sit on the Electoral Appeals Committee. Electoral roles are in addition to GRC Committee work. This Committee has not been needed for several years but is on standby. Electoral Appeals Committee: Yes? No?  |
| Please feel free to comment on your experience, interests and other considerations.  |
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# Committees Meeting Schedule and Time Commitment

\* Please note: For Fall 2023, all committee meetings will have an option to participate via Zoom.

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| **Committee Core function Meeting schedule Time commitment** |
| **Appeals**  | Consider appeals related to GSS services  | 2nd Tuesday of each month 1 pm – 2 pm Mandatory Training Oct. 11th | Meets monthly on a case-by-case basis.  |
| **Bylaw & Policy**  | Review, revise, and write policy and bylaws of the Society. Make recommendations on GSS governance structure including the design of the GRC.  | Thursdays, 3:30 pm on:October 6 and 20November 3 and 17Flexible timing and TBD with chair of the committee  | 4 meetings per semester (1-1.5 hrs, with preparation time).No December meeting.  |
| **Communications**  | Coordinate communications with our membership  | 2nd Mondays of the month Either 2-3 pm or 3-4 pm Flexible timing and TBD with chair of the committee | 2.5 hours per month (1.5 hour meeting, 1 hour prep)  |
| **Events**  | Organize and host events  | 2nd Wednesday of the month 1 pm – 2 pmFlexible timing and TBD with chair of the committee  | 1 hour meetings per month, plus attending/hosting at least 2 events per semester  |
| **Finance**  | Budget and financial oversight of the GSS | 2nd Friday of the month 3 pm – 4 pm Flexible timing and TBD with chair of the committee | 1 hour per month meetings, with work in between as needed  |
| **Stipend Review**  | Review and make recommendations regarding the Executive Board stipend  | 2nd Monday of the month 5 pm – 6 pmFlexible timing and TBD with chair of the committee | 1.5 hours per month (1 hour meeting, .5 hour prep)  |
| **Student Affairs**  | Research and advocacy on issues affecting graduate students’ welfare  | 3rd Thursday of the month Noon – 1 pmFlexible timing and TBD with chair of the committee | 2 hours per month (1 hour meeting, 1 hour prep)  |

At our first GRC meeting we will also ratify an Electoral Appeals Committee. This Committee is in addition to one of the standing GRC Committees, above.

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| **Electoral Appeals (3 members)**  | Hear appeals related to GSS elections or referenda  | As needed  | If an appeal is submitted, 10 hours.  |

# 2023-24 Committee Descriptions

## Appeals Committee

Committee Chair: Director of Services, gssserv@uvic.ca

The Appeals Committee hears all appeals from students regarding opt-ins and opt-outs of the GSS Health and Dental Insurance Plans and the UPASS (bus pass), and decides whether to approve or deny those appeals in accordance with relevant contracts and law. The Committee will also review feedback received about services, and provide a summary report to the Executive Board. We meet formally no more than once a month to consider appeals received, and each member must attend the training session on October 5th.

## Bylaw & Policy Committee

Committee Chair: Wyatt Maddox GSS Chair, gsschair@uvic.ca

Bylaws and policies serve as the legal foundation of an organization and having accurate and useful bylaws and policies is vital for any organization’s success. The Bylaw and Policy Committee responsible for deciding the appropriate development body for new policies, as well as creating new bylaw amendments and governance-related policies. This year, the Committee hopes to update the Society's existing governance policies and develop a proposal for reallocation of seats on Grad Council to increase engagement and provide more proportional representation. This will be an exciting year for the Committee! Please join us if you are interested in gaining experience in policy development and governance.

## Communications Committee

Committee Chair: Greg Gaube, Director of Communications, gssdcomm@uvic.ca

The Communications Committee focuses on building brand recognition, communication cohesiveness, and integrity for the GSS through various platforms.

## Events Committee

Committee Chair: Mitchell Nascimento, Director of Services, gssserv@uvic.ca

The Events Committee plans, promotes and executes social, cultural, and academic events for graduate students, on- and off-campus. Our mission is to connect grad students, to give people a fun break from work, and to foster a sense of community among GSS members. Events Committee members help with brainstorming, event logistics, promotion, and hosting. We meet formally once a month, and each member chooses 2 events per semester to host, which are very fun!

## Finance Committee

Committee Chair: Samuel Fielder, Director of Finance, gssfinan@uvic.ca

The Finance Committee is responsible for development of the Society's annual budget, review of monthly financial statements, long-term financial planning and oversight, and development and revision of financial policies. This year's goals include creation of the 2023/24 budget, revision of the Student Advocate Fund terms of reference, development of options for a referendum on use of the Grad House restaurant space, and improvement of the Society's fund accounting and reporting. As the GSS is run with your student fees, it is important that students have a voice on this Committee to ensure your money is spent in an accountable manner that benefits students.

## Stipend Review Committee

Committee Chair: Elected by and from the Committee, gsssrc@uvic.ca

The Stipend Review Committee reviews the work of the Executive Board through their monthly report submissions, and makes recommendations about the Executive Board stipend, the structure and duties of the Executive Board positions, and the balance of work between the portfolios. The Committee may interview executive members about their duties and workload as needed. The committee also, where appropriate, recommend a “top-up” of the monthly stipend due to extraordinary duties performed in any period. The committee can receive and review feedback from Grad Council or other GSS members about the Executive Board. Members of the Stipend Review Committee cannot run for election to the Executive Board in the term of their service (Spring 2023 GSS Executive Board elections).

## Student Affairs Committee

Committee Chair: Lindsay Beal, Director of Student Affairs, gssaff@uvic.ca

The Student Affairs Committee leads the Society's campaigns and advocacy for graduate students' interests. This year, the Committee plans to focus on three campaigns: recognition of grant-funded Research Assistants as university employees; elimination of Medical Services premiums for international students; and payment of a stipend to compensate students for participation in time-intensive university committees. The Student Affairs Committee is also a forum for graduate students to raise issues that they wish the GSS to advocate on.

## Other opportunities, in addition to service on a GRC standing committee:

## Electoral Officer

The Electoral Officer coordinates the annual GSS Executive Board elections and any referenda. The Electoral Officer ensures an unbiased electoral process, approves all election notices and ballots, and reports results to the membership. The Electoral Officer needs to be accessible to respond quickly by email throughout the electoral or referendum period, and is also involved in development of bylaw and policy changes that impact elections. The Electoral Officer is ineligible to run for an Executive Board position and receives a stipend for each electoral event.

Under the GSS Bylaws, the GSS Electoral Officer is elected annually at the March SAGM. Our current Electoral Officer is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Election Appeals Committee

Committee Chair: Elected by and from the Committee

The Electoral Appeals Committee meets only if an appeal is made related to an election or referenda. Should a meeting be called, the Committee will need to consider the GSS rules, the appeal submission, and the testimony of any relevant parties. The Committee might also consult with experts on electoral processes in other bodies. The Committee would then make a decision on the appeal and report the results of the appeal to the membership. Members of the Electoral Appeals Committee cannot run for election to the Executive Board in their term of service, and cannot be a registered member of a campaign side during any referenda.