

GSS POLICIES: MANAGEMENT AND OPERATIONS

EXECUTIVE BOARD JOB DESCRIPTION POLICY

POLICY OR POSITION STATEMENT SUMMARY:

This policy shall define the duties of individual Executive Board members.

PURPOSE/BACKGROUND

To define the scope of work expected of each Executive Board position as well as common areas for duty-sharing.

JURISDICTION/SCOPE

This policy shall apply to the Executive Board.

POLICY STATEMENT DETAILS

1. The Chair shall:

- a) Regularly chair meetings of the Executive Board and the Grad Council except where another meeting chair is appointed by the Executive Board for a governance meeting;
- b) Be responsible for coordinating the activities of the Executive Board and Graduate Representative Council;
- c) Coordinate the development of the Annual Plan;
- d) Provide support, guidance, and direction to Executive Board and Graduate Representative Council members in actioning the Annual Plan;
- e) Work with Executive Board and other committees of the Society to develop consistent messaging and communications for all Society campaigns;
- f) Provide communication pathways between the board and Management;
- g) Coordinates supervision of the Executive Director;
- h) Chair of the Bylaw and Policy Committee; and
- i) Other duties as assigned by the Board

2. The Director of Internal/University Relations shall:

- a) Act as the primary liaison with members of the university administration;
- b) Act as the primary liaison between the Executive Board and the University's Senate and the Board of Governors, Faculty of Graduate Studies, and Graduate Executive Committee;
- c) Be responsible for coordinating campaigns as directed by the Executive Board which target the University of Victoria;
- d) Be responsible for supporting our University partners in providing an annual graduate student research day;
- e) Meet with members regularly at GSS events to be apprised of any issues being raised and raise the profile of the Board with membership;
- f) Collaborate with the Director of External Relations;

- g) Normally sit on the UVic Campus Planning Committee;
- h) Serve as Vice-Chair of the Appeals Committee and Advocacy and Campaigns Committee; and
- i) Other duties as assigned by the Board

3. The Director of External Relations shall:

- a) Be responsible for coordinating campaigns as directed by the Executive Board which target all levels of government and off-campus partners;
- b) Support the Chair, as a spokesperson of the Society, in communicating with media outlets;
- c) Prepare public statements to GSS members on matters relevant to GSS work;
- d) Liaise with off-campus partners on matters related to advocacy campaigns;
- e) Provide support, guidance, and direction to volunteers, GRC reps and members on advocacy campaigns;
- f) Meet with members regularly at GSS events to be apprised of any issues being raised and raise the profile of the Board with membership;
- g) Collaborate with the Director of Internal/University Relations;
- h) Liaise with Student Wellness Centre;
- i) Normally sit on the Victoria Regional Transit Commission Student Advisory Group;
- j) Sit on the Ombudsperson Advisory Committee;
- k) Chair the Advocacy and Campaigns Committee; and
- l) Other duties as assigned by the Board

4. The Director of Finance shall:

- a) Prepare the annual budget with assistance from Management;
- b) Present budgets and audited financial statements to General Meetings for ratification by the members;
- c) Be responsible for development and negotiation of staff and external contracts in conjunction with the Executive Board;
- d) Act as primary signing authority for the Society;
- e) Investigate and adapt financial policies to improve the internal financial structure of the GSS;
- f) Normally act as the Personnel Officer for the Society;
- g) Normally sit on the UVic Graduate Fee Reduction Appeals Committee;
- h) Normally sit on the Mandatory Temporary Medical Insurance Opt Out Appeals Committee;
- i) Chair the Finance Committee and the Appeals Committee; and
- j) Other duties as assigned by the Board

5. The Director of Student Life shall:

- a) Be responsible for planning Society-sponsored social activities;
- b) Liaise with Grad House, D. Internal/University, D. External, and GSS staff to provide a comprehensive events schedule for the GSS;
- c) Coordinate social, recreational, academic, and professional events with on-campus partners;

- d) Coordinate event volunteers by recruiting volunteers regularly, maintaining active volunteer lists, scheduling, and training volunteers with assistance from the Events Coordinator;
- e) Assist the Events Coordinator with managing the GSS events budget;
- f) Solicit door prizes and other donations from community partners to support GSS events;
- g) Coordinate department orientation presentations with Executive Board members with assistance from the Communications Coordinator;
- h) Sit on Clubs' Council;
- i) Sit on the University's Orientation Committee;
- j) Chair the Events Committee; and
- k) Other duties as assigned by the Board.

6. The Executive Board shall elect a Vice Chair from among their members in April (or within one month of an Executive Board election) of each year;

7. Chair and Personnel Officer shall meet with Management monthly;

8. Chair and Personnel Officer shall jointly lead the Executive Director Annual performance review.

DEVELOPMENT AUTHORITY

Executive Board and Stipend Review Committee

APPROVAL AUTHORITY

Graduate Representative Council

IMPLEMENTATION AUTHORITY

GSS Chair and Stipend Review Committee.

RELATED LEGISLATION, AGREEMENTS, OTHER GSS POLICIES, AND PROCEDURAL DOCUMENTS

All GRC Committee Terms of Reference

RESOURCES, REFERENCE DOCUMENTS USED

Materials or sources used in the policy's development.

DOCUMENT CONTROL

Next Review Date:
Date Amended:
Last Reviewed: August 8, 2025
First Approved: December 2023
Earlier Iteration: (version history notes if applicable e.g. if policies combined) Bylaw 9 from GSS bylaws prior to 2023.