

# **CABINET**

## **President**

The President's role is to ensure that all GSAS sponsored events run smoothly. They keep track of executives tasks and responsibilities by calling bi-monthly GSAS executive meetings. They create the budget at the beginning of the Fall semester and present it to the Vice-Dean Graduate office to request funding. They organize the Orientation where the budget is voted on by the general members. The President must fill in for any vacant role within the GSAS executives, sit on the Council for Student Services (CSS), the Finance Advisory Committee to CSS, and the Library Advisory Committee.

Perks: Manage a team of executives and make important decisions. Communicate with higher level administration. Develop your organizational and communication skills. Help develop new skill development workshops and social activities for the graduate student body at UTSC. Interact and meet all graduate students on campus.

## **Vice President**

The Vice President's role is to aid the President in all aspects of GSAS business. In addition, maintaining correspondence with general members via the GSAS email account and organizing the holiday party are the responsibility of the Vice President. This position also includes sitting on UTSC committees in the place of the President.

Perks: Working with other executive members and meeting a great number of other graduate students! Developing management and social skills.

## **Treasurer**

The treasurer oversees the finances of GSAS. This role involves keeping track of the yearly budget and expenditure as well as keeping our financial log up-to-date. The treasurer is also responsible for applying for funding such as for the GSU head grant. In addition, the treasurer handles all matters related to banking such as writing cheques for reimbursement and expenses to members and the community (e.g., catering, venue, drinks etc.).

Perks: Working closely with other execs and peers as well as opportunities to liaise with the community (e.g., accountants and finance reps, caterers, event venues etc.). You will expand your ability to pay attention to detail and develop strong organizational skills.

## **INTERNAL**

### **Secretary**

The role of the Secretary is to maintain GSAS' records and organize bimonthly executive meetings. Organizing executive meetings includes; polling the executives for dates/times for executive meetings, scheduling meetings, maintaining agenda items provided from executive members, and take notes during meetings. Meetings notes are then distributed via email or the GSAS Google Drive.

Perks: Work closely with other executive members. There is an opportunity to become more involved- planning social events.

### **Social Media Coordinator**

The Social Media Coordinator manages and updates the GSAS website, creates posters for upcoming events and post to the GSAS Facebook Group. This year we have also started to work with the IT department to get GSAS an official utoronto.ca website.

Perks: Exercise your creativity in designing posters and announcements. Learn about managing WordPress and Weebly websites. Plus, you have a good excuse to be on Facebook.

## **PROFESSIONAL SKILLS**

### **Graduate Association of Professional Skills Coordinator**

The GAPS liaisons act as a bridge between the GPS administrators and the student body. The liaison attends meetings, provides input for workshop topics, aids in connecting possible speakers, and works with administrators to organize professional skills workshops.

## **SEMINARS**

### **New Frontiers Seminar Series Coordinator (4 positions)**

NFSS Coordinators are in a privileged position of being the main point of contact in hosting speakers, meaning you have a great opportunity to meet esteemed researchers

one-on-one. There are several tasks involved in the role, which means you get to learn new skills while utilizing old ones. All publicity materials, advertising, email templates are provided so you have something to start from, and the contact with VPRO means all speaker expenses are handled for you. And there is a lot of scope to adding to the seminar series format, running additional workshops or seminars for example. The dinners are a lot of fun too!

Emily: Personally speaking, I had a great time as NFSS Coordinator over this past year - I met and spent time with two researchers of direct relevance to my research, as well as had that warm fuzzy feeling of seeing how excited other people were to meet with them too and know that I'd helped make that happen. If my research wasn't taking me to the field I would definitely do this role again. The other key thing to remember is that there are several NFSS-alumni around, who are always helpful if you have a 'arrg what do I do now?!' moment. (Which, to be honest is really rare, as there's a comprehensive step by step document to follow... but still, nice to know.)

### **Graduate Students' Seminar Series Coordinator (2 positions)**

The GSSS coordinators run a monthly seminar series for graduate students, where they get a chance to share their work and get feedback in a safe environment. Their job includes booking rooms, scheduling presentations, advertising the seminars, ordering & picking-up food, tallying up presentation feedback form scores and announcing the winners of the Presentation Awards.

Perks: Meet other grad students and learn about their work. This is also a great chance to use and develop your organizational skills. You always get to choose what we eat for lunch!

## **SOCIAL EVENTS**

### **Social Events Chair**

No exec currently acting in this role

### **Biological Sciences Representative**

The Biological Sciences acts as the main point-of-contact between Bio-Sci graduate students and GSAS or the Bio Chair. The BioSci Rep is also responsible for assisting the Social Events Rep, but this position was vacant for the Sept 2017-July 2018 term.

The BioSci Rep is expected to attend all GSAS events and meetings throughout the year. Additionally, the BioSci Rep occasionally inspects the Grad Lounge (SW524A) to ensure it is properly maintained, and respectfully ask undergraduate students to leave the space. This past term, the BioSci Rep assisted in organizing, ordering food or cleaning up after Coffee Break events, the Halloween party, the Christmas party, and Trivia Night.

Perks: Excuse to meet other grad students and be social.

## **Physical and Environmental Sciences Representative**

Responsibilities as departmental representative for Physical and Environmental Sciences include bringing up the concerns and defending the interests of DPES grad students within the GSAS community, as well as promoting GSAS events to your fellow DPES grad students. You also get the opportunity to attend DPES Council Meetings and inform DPES staff and faculty about current GSAS events.

Some of the benefits of being the DPES rep include being able to help plan and participate in all the fun GSAS events, come up with new and exciting events and help build a more vibrant graduate experience. This position also allows you to get more connected with your department, your fellow graduate students (within DPES and the UTSC community as a whole) as well as staff and faculty (both DPES/UTSC and visiting professors that GSAS brings in for various events).

If you want to get involved in student life at UTSC, want to make a positive impact on the graduate student experience at UTSC, or just make new friends and network with other students and professors, running for DPES rep is a good way to achieve those goals.

## **Psychology Representative**

As a representative for the Psychology department, the goal is to maintain an active line of communication between Psychology graduate students and the broader group of graduate students at UTSC. This would include promoting the wonderful GSAS events to fellow Psychology students, along with relaying back any specific concerns, inspirations or viewpoints from your home department.

Joining the GSAS team provides a chance to express your creativity and leadership in conceiving of and organizing any event that you believe would be of value. This could simply be a fun activity to do together and help build community, or it may be something that is specifically useful for the promotion of mental health and psychological wellbeing.

Given that students generally tend to interact most frequently within their own departments, this position is also a valuable opportunity to promote social links, and even research inspirations, between multiple departments.

### **Master of Environmental Sciences Representative**

This position involves being the liaison between the Master of Environmental Science Students and GSAS. Providing the exam schedule and other important dates of this group is an important job that allows GSAS event planning to be as inclusive as possible.

### **Social/Humanities Representative**

No exec currently acting in this role

## **EXTERNAL**

### **GSU Representative (2 positions)**

There are two GSU reps whose primary duty is to attend the GSU meetings at the St. George campus. These meetings entail cheque pick-ups, participation in voting processes dealing with graduate student organizations, as well as general communication with other GSU members. GSU reps are also involved with supporting events and initiatives run by GSAS.

### **Sports Representative**

The Sports Rep works closely with Athletics and Recreation to develop sports teams for graduate students during the term.

### **Health and Wellness Representative**

The Health and Wellness Representative serves on the Health and Wellness Advisory committee (held about once a month during the academic year) to represent the graduate student population and to improve services at Health and Wellness at UTSC. In addition, a person in this position is allowed to plan events related to graduate student well-being with the guidance of other executive members.