

## Purpose

The goal of this policy statement is to reinforce the connection between the Senate and University Committee Representatives and GSA Standing Committee Chairs, hereafter referred to as “Representatives” and “Chairs” respectively, and the GSA Executive and Council. The objective is to ensure the Representatives and Chairs are working collaboratively and directly with the GSA Executive and Council to best represent the interests of their members to their appointed Committee or Board.

## Applicability

The following policy defines the working relationship between Representatives and Chairs and the GSA Executive Committee and Council. Representatives and Chairs are appointed to positions by the GSA and should therefore abide by this policy.

## Policy

### Section 1: Representative Selection

Council shall appoint Representatives; the position term shall be for one year, unless otherwise stated.

Representatives shall be appointed at the beginning of the Fall Term, with the exception of newly formed Committees or vacancies on current Committees.

If appropriate, Representatives may be re-appointed at the discretion of Council. Consideration for re-appointment shall be determined by past performance.

### Section 2: Chair Selection

Chairs are to be selected by the following process, with the exception of Chair positions assigned in Bylaw I:

- a. Call for volunteers, open to all active GSA members;
- b. Executive Committee shall review Chair candidates and make recommendations to Council as referenced in Bylaw II, Article II, per each Chair position;
- c. Chair positions shall be ratified at Council; and
- d. Ratified candidates require a vote of greater than 50 percent in favour.

In the instance that more than one qualified candidate is identified, Co-Chair positions can be established at the discretion of the GSA Executive.

In the instance that no acceptable candidates are identified, Chair positions shall be opened up to council members to voluntarily take up the position. Each volunteer shall be ratified at Council for the position.

In the instance that no members of Council voluntarily take up the position, responsibility to fill the position will fall to the GSA Executive.

Chair position term shall be for one year, unless otherwise stated.

### Section 3: Responsibilities

Representatives and Chairs shall provide a short written report to the responsible GSA member enumerated in Section 5, a minimum of once per term and following every Committee meeting they attend. The report should:

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- a. Highlight general issues discussed during the meeting (if not of a confidential nature).
- b. Highlight any decisions made or actions to be taken.
- c. Give a detailed account of issues pertaining/related to graduate student members.
- d. Provide feedback to the Committee with regards to issues raised by them in consultation with the GSA Executive Committee.
- e. Advise when Committee meetings shall occur, what issues shall be discussed and request Council or Executive Committee input regarding issues.

In the event that there is no Committee meeting held during the term, Representatives and Chairs must still provide a report and should include the following:

- a. The date of the next meeting, if known.
- b. Any foreseeable issues on the Committee that may affect graduate students.

#### Section 4: Meetings

Representatives and Chairs shall actively participate in Council/General GSA meetings to seek input on issues and to report on Committee activities. This should entail attending meetings, particularly those immediately preceding and following meetings of the university body to which they are representatives.

If they are unable to attend a meeting, Representatives and Chairs shall inform the GSA Executive Committee of any issues that need to be relayed at the Council/General GSA meeting.

#### Section 5: Reporting

Representatives and Chairs are responsible to report to the following:

- a. Senate Committee Representatives are to report to the Senate Representative.
- b. University Committee Representatives are to report to the VP Administration.
- c. GSA Standing Committee Chairs are to report to Council and the Executive Committee.

#### Section 6: Communications

Representatives and Chairs shall effectively communicate important matters raised by the GSA Executive and the GSA Council to the Board of Governors/Senate.

Representatives and Chairs shall inform the GSA Executive Committee of any urgent matters raised at the Committee meetings as soon as possible. An urgent matter is deemed as any issue that requires the immediate attention of the Executive Committee.

When appropriate, meetings between the GSA Executive Committee and Representatives and Chairs may be requested by either party.

#### Section 7: Termination of Chair

Any council member or member of the Committee in question may bring forth a grievance(s) concerning the Chair of a Committee to the Executive Committee. The Executive Committee shall mediate discussions between the chair in question and the indictor(s) in order to resolve any grievance(s).

In the instance that the Executive Committee is unable to resolve the grievance(s) between the parties, a motion to recommend termination may be initiated and presented to Council.

The Chair in question shall have the opportunity to speak to the motion.

In the instance that the Chair in question is not present, the motion to call the vote will be at Council's discretion in the form of a vote of greater than 50 percent.

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Upon recommendation to Council a vote of greater than 50 percent of council members in favour is required for the termination of the term of any Chair.

In the instance that a vote of greater than 50 percent of council members is obtained, the Chair of the Committee in question shall be terminated.

The Committee in question shall appoint an interim Chair until a new Chair can be selected in accordance with Section 1.

Section 8: Date of effect

This Article shall take effect May 1st, 2011.