

## Roles and Responsibilities of Councillors

- A councillor is a person elected by the Graduate Student Society to represent them at the Graduate Student Association.
- A councillor brings the issues/problems faced by Graduate students to the GSA.
- Councillors need to inform the GSA regarding any change in Bylaws, elections, etc every year.
- All Graduate student societies receive 25% of the membership dues collected, conditional upon attendance at council meetings by the councillors according to the GSA By-laws.
- All documents, meeting minutes, decisions made in the council will be shared to the respective official email addresses of the councillors.
- It is the responsibility of the councillors to communicate the information regarding council meetings to the appropriate executive and members, according to their society By-laws.
- Societies not updating their details of the elected representatives every year will be considered inactive and will not be receiving cheques from the GSA until submission of minutes of the meetings in which elections have taken place.
- List of the current executive in the Graduate Student society needs to be informed to the GSA whenever an election has taken place with a copy of minutes of the meeting, when the election has taken place.
- Ensure that Financial audit is done at end of the year.
- Councillors shall also take part in the GSA Standing Committees to ensure the organization is running according to policies, bylaws and the constitution of the organization.
- Allocations received by societies is 25% of total membership dues in your GAU multiplied by attendance rate (Example: If total membership fees equal \$1000 from your GAU, your maximum allocation is \$250. If attendance rate is 0.5, eligible allocation is \$125 – See below).
- Attendance Rate (AR): Attendance rate is the total attendance of all the councillors in the department. If attendance >75%, AR = 1, If 75% > attendance > 50%, AR = (2\*attendance - .5), If attendance < 50, AR = 0. In Summer Term, AR = 1 for all departments.