



How to get started as a GSA Councillor

SO YOU'VE BEEN ELECTED TO A COUNCILLOR POSITION!

Well, congratulations! And welcome to the Graduate Student Association. Societies elect Councillors to represent them at the GSA. Councillors act as a bridge between their GAU, membership, and the GSA. Councillors vote on GSA budget, services, contracts, policies, membership fees, and items related to administration and running of the organization.

WHAT ARE YOUR NEXT STEPS?

- 1** If possible, talk with your outgoing representatives. They are an excellent source of knowledge and will be able to transfer advice and ideas.
- 2** Submit necessary documents to GSA, such as minutes of the election meeting, Councillor information, and bylaw updates from the previous year.
- 3** The GSA uses GSuite for its communication. Use Gmail to log into your account. You will have to reset your password on the first login. You need to login with full email address, including the domain name "@unbgsa.ca"
- 4** If you need the Councillor email reset, please email gsoffice@unbgsa.ca and vpadmin@unbgsa.ca. Link for resetting the password will be sent to your email account.
Please detail which email account needs to be associated with which Councillor account.
The link expires in 48 hours.
- 5** If you do not receive the email to reset your password, it is your responsibility to follow up with the vpadmin@unbgsa.ca. Email access is important for the communication of council meeting details and minutes.
- 6** Check the Google Drive under shared documents for Councillor and Society roles and responsibilities. Understand your role and requirements.
- 7** Ask questions! Reach out to the GSA if you need guidance getting started. Never hesitate to bring forward issues and concerns from your society.