

Executive Committee Work Summary

Name: Brittany Dixon

Position: VP Admin

Date Submitted: Sept 23, 2020

Reporting Period: July-August 2020

Consultation and Representation:

- July 29: GSA Council Meeting (Online)
- August 19: GSA Council Meeting (Online)

Research, Legislation, and Outreach:

- Website updates:
 - o Orientation schedule and flowchart – added to Orientation page on website.
 - o H&D and Bus Pass information updated for 2020-21.
 - o Other pages updated as needed for the new semester.
 - o Spotlight on Grad Students page – added July recipient.
 - o Calendar – added GSA Council meetings.
- Social media:
 - o Sharing updates, Spotlights, some Orientation information - Facebook and Instagram.
- Newsletter:
 - o Sent out July 24, 2020
 - o Let me know if you'd like items included in future newsletters
- Councillors and Societies:
 - o Have been trying to keep on top of requests to update Councillor emails. If I've missed you, please let me know.
 - o You can find Councillor and Societies FAQ documents on the website, www.unbgsa.ca. The Societies tab is on the home page. You'll be able to download these documents at the bottom of the page, including a more detailed 'Roles and Responsibilities' document.
 - o At the end of your term, please take the time to direct incoming councillors to these documents to make their transition smooth.
 - o After reading through, let us know if you have questions!

Committees and Boards:

- July 22: Orientation Committee – Attended a meeting with VP S&E and office managers to discuss orientation planning and virtual events.

Events Hosted/Planned:

- N/A at this time.

Projects and Goals:

- Another GSA Newsletter going out in October.
- Need to update the FAQ doc that was on the website.
- Bylaw committee meeting.

Announcements:

- N/A at this time.