

# Chair of the Council

## **Summary of position**

Coordinates and facilitates Council meetings, recruit Council representatives, and serve as the main point of contact for them. Coordinate any Council action that may need to be taken regarding the Constitution, the bylaws, and operating procedures. Responsible for ensuring the Council is following the GSA Constitution and Bylaws.

## **Stipend**

\$1000 per quarter for three quarters (no summer work)

## **Email**

gsachair@ucsc.edu

## **Proposed Workload (per quarter)**

Facilitate and attend Council meetings: 4 meetings (8-10 hours including setup)

Council meeting coordination: 10 hours

Recruitment Outreach: 8 hours (Council) and additional in spring (E-Board election)

Attend E-Board meetings: 4 meetings (6-8 hours)

Communication and email: 5 hours

Approximate workload total: 40 hours/quarter (~4 hours per week)

## **Responsibilities**

- Attend transition meeting (spring of previous year) and E-board retreat (summer/beginning of fall)
- GSA Council Meetings
  - Coordinate GSA Council meetings. This includes fixing meeting dates, reserving rooms, creating and distributing the agenda (draft and final, with Secretary), order/delivery of food (with Treasurer), and setup.
  - Facilitate GSA Council meetings, manage agenda items and communicate with presenters to ensure graduate student concerns are well represented
  - Moderate meetings to ensure fair and thorough discussion of all issues by the Council
- Department reps
  - Recruit department reps to the GSA Council
  - Track meeting attendance (with Secretary) and approve stipends for department reps

- Circulate brief and relevant meeting notes amongst department reps, who will share them with their respective departments
- Fixed agenda items
  - Fall, Meeting 1: Establish Council approval of meeting facilitation style/rules to be followed for the rest of the year (e.g. Robert's Rules, Consensus, Rosenberg's Rules, etc.)
  - Spring, Meeting 3: Establish Council approval of annual budget and stipends for the next year
  - Rolling: Establish Council approval for Committee reps, Department reps, Officer reports, and member items
- Constitution and Bylaws
  - Ensure the GSA follows Constitution and Bylaws
  - Oversee any changes made to Constitution and Bylaws
- Elections
  - Ensure the GSA follows campus policy on elections and sponsorship
  - Act as liaison between GSA and Dean of Students regarding the annual election of the Executive Board (unless the Chair is also running, at which point this should be delegated to another E-Board member), and regarding any referenda sponsored by the GSA
- Other attendance
  - E-Board meetings
  - Power and Privilege training