

# **Sociology Graduate Student Caucus (SGSC)**

## **Elected Positions**

**(Time commitments are an estimated maximum amount of time per month).**

### ***Chair***

The student who is elected to be Chair will be responsible for planning, organizing, advertising, and facilitating monthly general caucus meetings, including setting the agenda and notifying students when votes are being held. The chair will also generally co-ordinate the affairs of caucus, will be a signing officer with the power to distribute funds when authorized by members, will represent the caucus outside of the department as needed, and will act as a key liaison between the graduate caucus and the Department of Sociology. As well, this individual will act as a source of information and “organizational memory” for the new chair who is elected after his/her own term is complete by being accessible to answer questions during the new Chair’s term (via email, phone, etc.).

**TIME COMMITMENT:** This will be the most labour intensive position with up to 25 hours per month and will be elected in the spring.

### ***Secretary/Treasurer***

The secretary/treasurer is responsible for recording the minutes of the monthly caucus meeting, typing up the minutes, and emailing meeting agendas, minutes, and other correspondence to all graduate students. They will also co-ordinate the financial affairs of the caucus, including providing monthly reports on the caucus account balance, accessing GSA funds each semester (in conjunction with other SGSC representatives), and keeping receipts/records of caucus purchases. Finally, the secretary/treasurer is in charge of (establishing) and maintaining an up-to-date caucus email list, a caucus filing system for administrative and financial information, and can act a signing officer with the power to distribute funds when authorized by members.

**TIME COMMITMENT:** This position may include up to 10 hours per month and will be elected in the spring.

### ***Graduate Studies Committee (GSC) Representatives*** **(Departmental committee)**

Three students (at least 1 PhD and 1 MA student) will be responsible for attending and representing graduate student interests at meetings of the Sociology department’s GSC and at regular department meetings, including acting in their capacity as voting members on behalf of graduate students. As representatives of graduate students at these meetings, an important part of their role is to provide regular reports to the SGSC members about the issues discussed at both the GSC and department meetings, and to solicit graduate student opinion. Two of the student representatives can be voting members at each monthly departmental meeting. Voting privileges will be alternated equally. If these individuals are unable to attend meetings, it is their responsibility to find an alternate to attend these meetings, and vote on their behalf.

**TIME COMMITMENT:** Up to 7 hours per month.

## ***Graduate Students Association (GSA) Representatives*** **(University committee)**

Two GSA representatives (preferably 1 M.A and 1 PhD) will be required to attend all the GSA meetings to represent the sociology graduate students' interests. As well, the GSA representatives will regularly report on the GSA activities to the caucus and solicit graduate student opinion. If they wish, they may become members of GSA executive and committees. If these individuals are unable to attend meetings, it is their responsibility to find an alternate to attend these meetings, and vote on their behalf.

TIME COMMITMENT: Up to 5 hours per month. If the representatives choose to sit on other GSA-related committees it would be more.

## ***COSEP Representative*** **(Departmental committee)**

One student to sit on the COSEP departmental committee to provide input on who should be speaking (i.e. making sure speakers are relevant to the interests of graduate students, presenting graduate students ideas etc.) and to help advertise and encourage attendance at COSEP presentations.

TIME COMMITMENT: Up to 5 hours per month. Usually COSEP committee members attend all COSEP presentations.

## ***Social Representative*** **(Departmental committee plus additional responsibilities)**

The social representative will sit on the departmental social committee to help plan two departmental events: the Annual Christmas Party and the Annual Ethnic Dinner. They will also be responsible for organizing regular social activities such as hiking, dinners, potlucks, bowling etc, for graduate students (occasionally faculty may be invited as well). The frequency of these activities will be dependent on demand but usually do not occur more than once a month. Lastly, the Representative will be responsible for applying for funding offered by the Graduate Students Association.

TIME COMMITMENT: Depending on demand, may include up to 8 hours per month.

## ***Communications Committee Representative*** **(Departmental committee)**

The Communications Committee Representative will be responsible for attending and representing graduate student interests at meetings of the department's communications committee, which primarily make decisions about the department's website. The representative is also responsible for keeping and distributing keys to the SGSC library, keeping it organized, catalogued and up to date, but may recruit volunteers to work in the library or to assist in doing library related work. The representative also administers the security, loaning, and tracking of the SGSC electronics. Other duties include providing regular reports to the SGSC members at monthly meetings about the issues discussed at the communications meetings and soliciting graduate student opinion.

TIME COMMITMENT: Up to 5 hours per month.

## ***Graduate Student Research Symposium (GSRS) Coordinators***

The GSRS coordinators will be responsible for developing ideas related to the scope and possible theme of the annual GSRS. Furthermore, GSRS coordinators will draft a call for conference papers and distribute it, as well as advertise the conference. They will also serve as the main contact for potential presenters, will review abstract submissions, select presentations suitable for the GSRS, organize the presentations, and develop the conference program. GSRS coordinators will be responsible for the logistics of the conference, including the organization of the venue and the catering for the day of the conference, as well as the organization of faculty members to act as session chairs. GSRS organizers are expected to update the SGSC Chairperson and Department Head on the progress made toward the planning of the event. Finally, GSRS coordinators are responsible for the budgeting of the symposium, which involves consulting the department manager on expense procedures, as well as seeking out additional funding/grants through the GSA Awards Committee. The two elected members may call upon other students to volunteer for a “conference committee” that will assist them with their duties.

TIME COMMITMENT: Will vary with an increasing time commitment as the conference approaches; up to 10 hours per month.

## ***Equity Awareness Representative***

The Equity Awareness Representative will be responsible for bringing information relating to issues of equity to the caucus. In addition, the representative’s work will focus on equity education and promoting awareness. Suggested activities include: developing and updating a collection of resources (in a binder) for University of Calgary student support services; arranging workshops and guest speakers for students and faculty members; coordinating community action and volunteer opportunities; and informing the caucus of relevant student and community events. The Equity Awareness Representative will also be responsible for coordinating all charitable efforts undertaken by the SGSC, including by not limited to: Annual GSA campus food bank drive, United Way campaign, and any other initiatives.

TIME COMMITMENT: Up to 5 hours per month.

## ***Presentation Seminar and Writing Workshop Coordinator(s)***

The coordinator(s) of the scholarly presentation seminars will be responsible for organizing bi-weekly seminars that will build both presentation and feedback skills among the student body. These coordinator(s) will be in charge of drafting up a schedule according to particular themes of their choosing, or according to student interest and need. They will also be responsible for recruiting students to present and be part of a student panel that will review the presentations each week. Furthermore, these coordinator(s) will draft a proposal in order to secure funding for refreshments. Additional duties include a commitment to being a present at each session, booking the room in which these sessions will be held, bringing in refreshments for each seminar and garnering student and faculty participation. The elected member(s) will also liaise with faculty members from the Graduate Studies Committee in order to provide support to them in the coordination of the bi-weekly writing workshops.

TIME COMMITMENT: Up to 10 hours per month and will be elected in the spring.