

## **Graduate Student Council 2023-2024 Governance and Mission**

The College of Forestry (CoF) Graduate Student Council (GSC) represents graduate students across all CoF programs and campuses, including e-campus. The GSC provides graduate students a voice in matters important to the College's graduate student population and pertaining to the mission and efforts of the College and its graduate academic programs.

The goals of the GSC are:

- provide feedback to CoF leadership and input on future goals and plans for the CoF to support the needs of graduate students,
- represent CoF graduate students in the Forestry Executive Committee (FEC),
- improve the graduate student experience through enhanced academic, social, and cross-department, College, and University involvement and interaction,
- advocate for graduate student needs/issues and find/support resolutions to concerns/problems,
- assist in student transition to the CoF,
- encourage the highest quality of graduate instruction,
- enhance graduate student involvement in the University campus and the community.

### **Events**

Council members will collaborate to carry out events, serve as representatives, and identify graduate student issues throughout the school year. The GSC strives to organize three events each term, ideally one professional development event, one social event, and one JEDI-related event. To ease the strain of planning and implementing events during the year, the Council will plan these events during an annual retreat before the fall term begins. The retreat will be organized so at least the Chair and all officers can attend, and representatives should try to organize their schedules to attend.

### **Meetings and Decisions**

Through bi-weekly meetings during academic terms, open discussion, and committee work, the Council assesses issues of concern to the students they represent and bring forward recommendations to the FEC and College Administration. Decisions will be made based on simple majority rules, using parliamentary procedures, with the Chair acting as tie breaker. At least 60% attendance is required to conduct business.

Changes or updates to this document may be performed through Council meetings with a movement, second, and a quorum present to vote.

### **Officers and Elections**

The Council is composed of at least one member from each of the College's academic areas:

- Department of Forest Engineering Resources and Management
- Department of Forest Ecosystems & Society
- Department of Wood Science & Engineering.
- Certificate and/or Professional Programs (e.g., Master of Natural Resources)

Council members are elected by current GSC members to serve a one-year term. Elections should take place during winter term, with terms running from Spring to the following Spring (e.g., elections in Winter 2023 with terms running from Spring 2023 through Spring 2024). Members may be reelected for additional terms. The chair position must be filled by a graduate student who has already served on the council for a year in an officer role. If positions are not filled in the election process, they will be filled on a volunteer basis.

The Council is composed of six officers and five representatives, with roles outlined below. Officers may not miss more than two meetings per term or two consecutive meetings without notice to the rest of the council. Representatives are expected to attend one GSC meeting a month, to make up for time spent at departmental meetings. If too many meetings are missed, the rest of the council will discuss with them whether they want to continue with their role. Representatives can attend. If it is decided that they will be removed from the council, the rest of the council will select a new representative to replace them.

A CoF employee unaffiliated with any particular department in the College will serve as a facilitator/coordinator for the GSC as a non-voting member. There is no duration for the length of time this employee will serve. The GSC will remain informed and part of any personnel changes made to the facilitator role.

The Graduate Student Council comprises the following 12 roles:

- Chair - Grievance & Resolution Officer
- Officers:
  - Communications officer
  - Treasurer
  - JEDI officer
  - Social events officer
  - Professional development officer
  - Undergraduate mentorship officer
- Representatives:
  - E-Campus liaison representative
  - International representative
  - FERM representative
  - FES representative
  - WSE representative

Responsibilities for these roles include:

#### *Chair*

- Serves as graduate student representative on the FEC
- Develops agendas for bi-weekly GSC meetings
- Serves as a grievance and resolution officer for issues that arise for graduate students
- Communicates with college leadership about graduate student needs
- Coordinates with council to develop proposals to present to FEC and other College administrators to improve graduate student experiences
- Serves on new student orientation planning committee with CoF faculty

#### **Officers:**

##### *Communications officer*

- Provides updates to webpage
- Takes minutes during meeting and distributes
- Advertises events and sends emails distributing information about the GSC
- Develops marketing materials for events (e.g., flyers, door hangers, calendar of events)

##### *Treasurer*

- Maintains financial records for the GSC and tracks financial expenditures in relation to our annual budget
- Is in regular contact with administrators about finances
- Regularly update GSC members at bi-weekly meetings of GSC funds.

*Justice, Equity, Diversity, and Inclusion officer*

- Works to implement JEDI events for the CoF
- Serves as a representative on the CoF DEI committee to represent graduate student needs and interests
- Works to ensure College events, programs, and policies are inclusive and equitable for all graduate students

*Social events officer*

- Leads team made up of GSC members to plan and implement social activities on behalf of GSC
- Coordinates with the Communications officer to provide email updates about upcoming events
- Coordinates with the Treasurer to fund events and completes associated paperwork

*Professional development officer*

- Leads teams made up of GSC members to plan and implement professional development activities on behalf of GSC
- Coordinates with Communications Officer to provide email updates about upcoming events
- Coordinates funding for events with the Treasurer and completes associated paperwork

*Undergraduate mentorship officer*

- Coordinates Summer Undergraduate-Graduate Assisted Research (SUGAR) with Student Services Program Specialist
- Solicits to graduate students and creates advertisements,
- Matches undergraduates and graduate participants based on students interests.
- Tracks progress and participation

**Representatives:**

*E-Campus representative (must be an E-campus student)*

- Represents the needs and perspectives of e-campus students during GSC discussions
- Serves as a liaison between the e-campus community and the GSC
- Works with Communications Officer to establish connections with e-campus students

*International representative (must be an international student or a representative from the International Forestry Students' Association)*

- Represents the needs and perspectives of international students during GSC discussions
- Maintains contact with other initiatives representing international students (e.g., CoF International Office)

*Departmental representatives (one student rep from the FES, FERM, and WSE programs)*

- Serve as liaisons between graduate students within their academic programs and the Council as a whole by having informal conversations with students about their graduate experience and bringing relevant concerns to the Council for discussion
- Attend and represent the GSC at their respective monthly departmental meetings throughout the year
- Serves on events subcommittees to organize and coordinate events
- Advertises events to graduate students within their academic program