



INTRODUCTION TO EXECUTIVE ROLES

1. PRESIDENT

- Provides ethical and responsible leadership for the GSA.
- Acts as the official spokesperson of the Association.
- Ensures Executive and Council decisions are carried out.
- Chairs Executive Meetings and oversees Executive roles.
- Represents graduate students at the University Senate.
- Articulate the Association's Position Statements, with publications requiring Executive consultation and approval.
- Works towards securing a graduate student seat on the Board of Governors.
- Serves as the liaison with government, along with the VP External Affairs.
- Prepares and presents an annual report to the graduate student body.
- Assigns tasks to Executive members if positions are vacant.

2. VICE PRESIDENT FINANCE AND OPERATIONS

- Acts as the President in their extended absence.
- Manages GSA staff and coordinators, ensuring clear communication.
- Oversees the GSA Commons, ensuring formal booking for use.
- Coordinates Executive Meetings and ensures smooth communication.
- Manages the GSA Need-Based Bursaries, handling their distribution.
- Organizes major events, including:
 - Graduate Student Research Conference
 - Free GSA Tax Clinic

- Serves as Corporate Treasurer, overseeing GSA finances and budget.
- Provides monthly budget updates to Executives as needed.
- Works with auditors to complete annual audits and tax filings.
- Coordinates with the bookkeeper to maintain financial records.
- Takes on additional responsibilities assigned by the President.

3. VICE PRESIDENT ACADEMIC AND STUDENT AFFAIRS

- Represents graduate students on University Council.
- Acts as a liaison between graduate students and the University on academic matters.
- Organizes social events to enhance student experience, including:
 - Fall and Winter Orientations
 - Plans academic workshops relevant to graduate students.
 - Advocates for resources to improve academic experiences.
- Oversees the ratification of Academic Councils and Social Groups.
- Supports graduate students in university-related matters.
- Addresses residence issues for graduate students (on- and off-campus).
- Handles additional responsibilities assigned by the President.

5. VICE-PRESIDENT EXTERNAL AFFAIRS

- Manages social media and external communication for the GSA.
- Promotes student well-being through Health Chats and related activities.
- Organizes and oversees the Annual GSA Awards Gala.
- Leads fundraising efforts for GSA events, including:
 - Graduate Student Research Conference
 - Annual GSA Awards Gala
- Handles external affairs of the GSA under the President's oversight.
- Collaborates with lobbying organizations affiliated with the GSA.
- Runs advocacy campaigns on student interests at provincial, national, and international levels.
- Liaises with external organizations on and off campus.
- Communicates with student associations at provincial, national, and international levels.
- Promotes graduate studies to secondary and undergraduate students.

- Calls and records executive meetings, ensuring proper agenda distribution.
- Handles additional responsibilities assigned by the President.

6. VICE-PRESIDENT INDIGENOUS ENGAGEMENT

- Leads Indigenization efforts within the GSA, providing visionary leadership.
- Creates experiential and educational opportunities for students to learn about Indigenous cultures and ways of knowing.
- Works with the Executive to:
 - Increase Indigenous graduate student participation in GSA events.
 - Enhance accessibility to resources and services for Indigenous students.
 - Promote Indigenous research, scholarship, and artistic work at the University.
- Guides graduate students in contributing to Indigenization and Reconciliation initiatives.
- Engages in Indigenous-focused activities across campus and within the broader community.
- Ensures alignment with the GSA's mission, Truth and Reconciliation Commission Calls to Action, and the UN Declaration on the Rights of Indigenous Peoples.
- Liaises with Indigenous organizations at the university, in Saskatoon, and across Canada.
- Connects with Indigenous peoples worldwide, including First Nations, Métis, and Inuit communities.
- Handles additional responsibilities assigned by the President.