

Course Union Reps

You will hold the GSU Rep position for one year. Please notify the GSU when you are replaced.

B. All Year Long

1. You are the link between the GSU (and all the administrative and political bodies we are in touch with) and the students. You are the representative of your course union and a member of your course union Executive. We count on you to represent your course union and to represent us to your course union.

2. Attend Monthly GSU Council Meetings.

Once a month, the GSU Staff sends out two mailings to all the reps. The electronic version contains an agenda, minutes from the previous meeting, Exec reports. The paper mailing contains Head Grant forms, Financial spread sheets, Conference Grant and Special Grant information posters & announcements of events, and miscellaneous stuff. We send this info out to you a week or more before the meeting.

•SEE THE COUNCIL CALENDAR ON THE BACK PAGE.

•Meetings are either Tuesdays, Wednesdays or Thursdays at 6 pm, near the GSU, and always near the end of the month. Dates are chosen by room availability. IF YOU CANNOT ATTEND A MEETING, please call or e-mail Charlotte and let her know. You may designate an alternate to the meeting if you notify Charlotte in writing before the meeting begins.

Reps must attend 3 out of the 4 Fall Council Meetings if course unions are to qualify for their 2nd instalment of the Head Grant. Please read the pages concerning By-laws and Funding. Contact Charlotte to make arrangements if this doesn't work for you.

3. Receive & Read the Monthly GSU Mailout.

We send your mailout in two parts: one electronically and one via paper envelopes in Campus Mail (see above). If you don't receive your mail-out, please call us. This is your responsibility. You must call us if there is a mistake of any kind on the label.

Read the mail-out enclosures. Post the Posters. Post whatever you can. Call the GSU if you have questions. Disseminate the information. •If your course union doesn't have a bulletin board or space, your course union Exec should work on this. If you can get a GSU spot as well, that would be great.

•Inform your Exec of upcoming issues and money deadlines.

4. GSU Digest and E-mail Dissemination

The Course Union reps are our link to the campus. One of your most important tasks is to distribute the information which we send out to you by e-mail, the weekly e-mail digest in particular!!

Digest info will include Grad Escapes events, Governing Council reports, GSU Pub and Sylvester's Café publicity, Drop Fees & other campaign information, the GSU Health Insurance Plan updates, SGS Election Information, social events of interest and much more.

5. FORWARD THE GSU DIGEST!

Check your departmental mailbox and e-mail regularly for messages and GSU mail.

6. Report Council Information:

You must report back to your course union concerning GSU Council activities. This is essential if graduate students are to have a say in what policies & regulations are ruling their lives. You are an elected member of your course union Executive and, as such, should have a regular slot on their agenda. Encourage them to meet regularly.

7. Report to GSU Council

You may do this either via Charlotte or other staff or one of the GSU Exec members on issues, problems (for example, cuts in the number of TAs, funding package problems, student space etc.). Please call or e-mail. There is a regular spot on the GSU Council Meeting monthly agenda for you to speak directly to other reps. You are also encouraged to announce events and speakers that you want to promote.

8. Act as a Nag

Remind your Exec that they must meet regularly; make sure that plans are being made to apply for all Grants for which the course union is eligible. *Check with Charlotte.* Check to see that the Treasurer is preparing a Financial Statement for your membership & for the GSU.

9. Act as Banker

Pick up the Head Grant cheques from Charlotte, twice a year, once in October, once in March. We don't mail out the cheques; they must be picked up by a course union rep or the President or Treasurer of the Course Union.

Please make an appointment with Charlotte (978-8464). Cheques are stale-dated by all banks in 6 months. Please deposit your cheque as soon as you receive it. Please see Course Union Funding page 7 for details of the head grant cheque calculation.

Questions about Head Grant money & application forms, Council attendance, financial statements, constitutions and special & conference grants should be directed to Charlotte:

charlotte@utgsu.ca

The GSU Exec is available to help any course union rep with issues that arise from GSU Council business.