

## Course Union Representative Communications Policy

### 1. Council Listserve

Upon notifying the GSU of your name, position (ie. rep/president/both), e-mail, and campus mail address, Wendy will subscribe you to the council listserv. This will allow you to keep informed and discuss council business with other council reps, as well as the GSU executive and staff, should issues arise outside of the monthly council meeting.

wendy@utgsu.ca

1.a. Council Mailing Labels: Charlotte needs to know your campus address to send you the monthly paper mailout: charlotte@utgsu.ca

### 2. GSU E-mail Digest

Via this listserv, you will also receive a weekly e-mail digest that the GSU created in an effort to minimize the amount of messages going out. Items include important announcements, health insurance info, GSU services and events and the like. It is sent to the listserv each Thursday and it is crucial that you forward it widely to the membership of your Course Union, *in its entirety*, every week.

To submit to the digest, simply send an announcement of 10 lines or fewer by noon on Wednesday to announce.gsu@utoronto.ca.

You are also responsible for forwarding all other relevant e-mails that we may occasionally send to you via this listserv. These messages will clearly state *“Please Forward To GSU Membership”* at the top.

All other messages are considered *“Council Business”*, and are not to be forwarded - they are for your information.

### 3. Council Agenda and Minutes

The agenda and minutes are sent to you electronically mid-month. Paper copies are available at the Council meeting at the end of the month; However, if you wish to print out the agenda and post it in your graduate student lounge, that would be great. If such a room is not available, perhaps a bulletin board could be placed outside the graduate office. We all want to be consulted and involved in our student government.

### 4. Documents and posters in the Paper Council Mail-out

Please send your campus address to charlotte.utgsu.ca

We send out a paper mail-out each month with forms, reports, documents and posters. We offer space in our mail-out, to those events which are sponsored or officially endorsed by GSU. As with agendas and minutes, the membership in your department will want to be made aware of these events and notices, so please post them as space allows.

### 5. The GSU website

The GSU website contains committee minutes, Council agendas, history of GSU policy, upcoming news and events, and many calls for comment and consultation. Current issues include the implementation of funding packages, corporate involvement in research, student space, student representation in university governance. The site is updated daily.

We would appreciate course unions informing their members of our website, and to encourage students to go to it for information. Course Unions can use the website to advertise their issues and concerns as well, via our “News and Events” sections, or in other ways. For more information, or to post an event, contact Wendy.

### 6. Surveys are important

From time to time the GSU Executive and staff, or a committee of the Executive or Council will conduct a survey. Recent examples include a survey of Hart House usage, funding information, an opinion survey about a graduate student magazine, and a wide consultation process for the academic plan. These exercises allow the executive and committees to focus on problem areas at the University, as well as gear our work towards the needs of the membership. The higher our response rates of our surveys are, the better our ability to represent the needs of our membership, and to work actively for changes where they are needed. We really need GSU reps to help us with this task.

Please complete and return surveys when they are distributed. If you cannot, please pass it on to a friend in your department. You can also copy any survey and distribute it to your colleagues in your department, to boost the response rate. Please contact the GSU if you ever need more copies of a survey.