

The duties of the Health Benefits Commissioner shall be:

- a. To possess a working knowledge of graduate students' Health and Dental Benefits Plan and costs associated with that plan;
- b. To possess a working knowledge of the Direct2U prescription service;
- c. To make a short presentation about Health and Dental Benefits Plan and Direct2U prescriptions to give during orientation week and to The Board in September or October;
- d. To advertise the Health and Dental Benefits Plan's blackout dates to The Board, through social media, and through the VP Communications and the Grad Blackboard Listserv;
- e. To perform outreach with the First Year Arts Student Representative and the First Year Science Student Representative to educate graduate students about the Health and Dental Benefits Plan;
- f. To hold office hours in the TGSA office to meet with students to help them with their Health and Dental Benefits Plan;
- g. To obtain the opt in/opt out lists and send them to the health care provider as needed;
- h. To meet with delegates of the Health and Dental Benefits Plan on a regular basis, with the VP Student Affairs or President, if necessary, and to report the contents of the meet to The Executive and The Board;
- i. To send and receive emails from gradhealth@trentu.ca;
- j. To chair the TGSA Health Benefits Committee; and
- k. To sit on any university committees specifically related to the Health and Dental Benefits Plan.