

The duties of the Program Representatives shall be:

- a. To serve as a liaison between the TGSA Executive and students in their Graduate Programs by representing the options and concerns of students in their program at Board Meetings;
- b. To email updates to the members of their Graduate Program summarizing relevant business and decisions that arise at Board Meetings;
- c. To advertise the official positions of The Board to students in their Graduate Programs;
- d. To coordinating within their program's student association to hold elections to select the program representative for the upcoming Academic Year in April, or if necessary in September, if there is no student association, then to notify the VP Internal Affairs to help them organize a program election;
- e. To sit on one TGSA committee or University Committee or their choosing;
- f. To submit one report to a Board Meeting or General Meeting regarding their accomplishments in their position, departmental issues, or advertising an event;
- g. To facilitate social groups, student clubs, or events as requested by students in their Graduate Programs;
- h. To advertise TGSA social events to students in their Graduate Programs and attend, when possible.