

The duties of the VP Communications shall be:

- a. To act as scribe for all TGSA meetings in preparing and circulating the agenda and previous meeting minutes and taking meeting minutes;
- b. To oversee the maintenance of the filing cabinet in the TGSA office and organizing the documents wherein;
- c. To pick up and distribute any mail the TGSA may receive as appropriate;
- d. To oversee the maintenance of the TGSA Google Drive database as the “owner” and organize the documents wherein;
- e. To oversee the compiling and circulation of the monthly TGSA newsletter;
- f. To oversee the maintenance of the TGSA website and all other TGSA social media accounts and the information wherein;
- g. To post the approved Board Meeting, General Meeting, and any Special General Meeting minutes on the website;
- h. To send and receive emails from the gsa@trentu.ca email as appropriate;
- i. To receive the Grad Listserv and Grad Blackboard Listserv email lists from the University’s Information Technology (IT) and to compose and send emails as appropriate using the appropriate listserv to notify the General Membership of the ratified budget, an upcoming event, meeting, or otherwise important notices;
- j. To prepare, if necessary, and maintain the TGSA created Trent Orientation package (Appendix 5) for incoming graduate students to be sent to the SGS in May for circulation and to be distributed through the Grad Blackboard List serve in September and put on social media;
- k. To prepare, if necessary, and maintain the TGSA created TGSA Orientation package (Appendix 6) for incoming Board members to be circulated in September.