

The duties of the VP Senate Representative shall be:

- a. To represent the TGSA at Senate, Senate Executive meetings, and all other senate subcommittees as appointed or needed and to relay relevant information back to The Executive and The Board;
- b. To do a short presentation about Senate and how to bring proposals or ideas to Senate to the Board in October or November;
- c. To serve on the Graduate Studies Senate Subcommittee (with a second graduate student) and Student senate caucus;
- d. To oversee and organize graduate student representation on TGSA committees, CASSC subcommittees, Senate subcommittees, other university committees, and TCSA committees by putting out calls for vacant committee positions by advertising during orientation week presentations, to the Board, through an email to the Grad Blackboard Listserv, and on social media beginning in September continuing until the positions are filled;
- e. To compile and maintain a list of all committees to be updated annually;
- f. To compile and maintain a list of all graduate students serving on committees to be updated as necessary;
- g. To instruct all graduate students that serve on committees, including The Executive and Board Members, as to how to serve on their committee in representing graduate student concerns, taking notes, and emailing those notes and meeting minutes to the VP Senate Representative for review, submitting reports on important committee updates to Board Meetings as requested by the VP Senate Representative or when they believe it is important, attending Board Meetings as requested or when they believe it is important, and taking Board ratified motions back to their committees, and to endorse the official positions of the Board (as summarized from Bylaw 22);
- h. To organize the submitted committee notes in the TGSA Google Drive;
- i. To direct the commissioners to sit on vacant committees as required indefinitely or until the position can be filled.