

The duties of the Vice President Student Affairs shall be:

- a. To develop a program of monthly social events from September through April and one (1) social event shall occur in July including a BBQ in September for Orientation Week, Festivus in December, and Spring Fling in April, in accordance with the constraints within the budget ratified by the General Membership;
- b. To coordinate an orientation for incoming graduate students in cooperation with the SGS and make presentations about the TGSA where possible;
- c. To coordinate an environmental or sustainable event with the Environmental Commissioner, to coordinate an equity event with the Equity Commissioner, to coordinate an International Student event with the International Student Commissioner, and to coordinate a Health or De-stress event with the Health Benefits Commissioner;
- d. To be familiar with The University's policy including the Charter of Student Rights and Responsibilities and the Violence and Harassment Policy and Procedures, and do a short presentation on each at the October or November Board meeting;
- e. To receive all General Membership grievances, complaints, or issues in regards to graduate student treatment at the department or university level and to meet with person issuing complaints to help educate them on their rights and, if possible, to put together a plan of action while maintaining confidentiality where possible;
- f. To confer with the Equity Commissioner and the International Student Representative Commissioner as necessary to discuss specific policy as they may relate to those positions maintaining confidentiality where possible;
- g. To address concerns that may affect multiple graduate students, present it to the Board for feedback and, where plans are made, approval, and to act on said plan in an attempt to improve or correct the concern, complaint, or issue while maintaining confidentiality where possible;
- h. To contact and liaison with graduate student groups and organizations, such as the Frost Centre Student Association, other student groups, and community groups as necessary to build connections by promoting events and going to meetings;
- i. To sit on Health and Wellness CASSC Subcommittee, the Housing Advisory CASSC Subcommittee, the Graduate Housing Subcommittee of the Housing Advisory Subcommittee, and the Convocation CASSC Task Subcommittee, and the Entrepreneurship Centre User Group;
- j. To meet with delegates from the Health and Dental Benefits Plan, if necessary, and to report the contents of the meet to The Executive and The Board.