

NSGSA EXECUTIVE DESCRIPTIONS

President

- Represent graduate students in all matters and affairs involving the Department of Nutritional Sciences (DNS)
- Engage in discussions with the faculty and staff at Faculty meetings, voicing the concerns and interest of graduate students including feedback on proposed courses in the department and ideas to improve the overall graduate experience
- Motivate, encourage and bring forth new ideas to discuss with the Executives and aid in their execution
- Be vocal and assertive to ensure the graduate students are fairly represented
- Represent all graduate students in the DNS Alumni Association (DNSAA)
- Attend scheduled DNSAA meetings
- Work with Social Representative and Community Liaisons to advertise social and community outreach events
- Host student meeting with Edna Park lecturer in November
- Attend graduate fairs to represent graduate student body in the DNS

Vice-President

- Make decisions *in lieu* of the President being unavailable
- Oversee major social gatherings in the Department with Social Representative including Annual Holiday Party, Halloween event, Pub Nights and Summer Picnic
- Ensure the members are able to work together and accomplish goals
- Work with Social Representative and Community Liaisons to advertise social and community outreach events
- Host student meeting with Edna Park lecturer in November
- Attend graduate fairs to represent graduate student body in the DNS

President/Vice-president pair or co-president with shared responsibilities

GSU Representative

- Attend all monthly GSU meetings (mandatory)
- Ensure that the NSGSA is represented at GSU meetings
- Keep the treasurer notified regarding deadlines for funding applications
- Submit GSU head grant application
- Receive and transfer GSU head grant cheques to treasurer
- Report back to Executives regarding pertinent information discussed at GSU meetings

Treasurer (2-year term)

- Hold position for a minimum of 2 years
- Oversee all funds obtained and spent by the NSGSA
- Oversee the NSGSA bank account (BMO), and report financial status with the members at least 3 times per year (September, January and May-June)
- Provide a written financial statement and prepare the annual head grant application for the GSU (each fall) – prepared by treasurer and submitted by GSU representative
- Reimburse the members in a timely manner

- Ensure that the members submit original and scanned receipts with accurate description of each purchase and event for which it was purchased
- Keep accurate records of treasury activities for the two-year period and keep up-to-date on GSU requirements for record keeping
- Liaise with DNS Business Officer and the Chair to facilitate Annual Holiday Party planning and payment
- Work with the members to apply for grants and other funding sources

Secretary

- Receive items that members wish to discuss at monthly NSGSA meeting
- Create agenda with President(s) for monthly meetings
- Record accurate minutes of NSGSA meetings and distribute to members within one week of a meeting
- Maintain a record of meeting minutes for the operating year as digital files and physical hardcopies
- Book the room for meetings to be held
- Keep a record of attendance to ensure that members are attending at least the minimum number of meeting required (70%)
- Notify members through email if they are not meeting the meeting attendance requirement and bring to issue to the President(s) if necessary
- Post NSGSA meetings/events on the NSGSA calendar
- Keep a digital and hardcopy record of all NSGSA events that occur throughout the year

Social Representative

- Ensure that arrangements are made for an orientation social (ie. Welcome Back Pub Night) to be held for all students in September
- Ensure that arrangement are made for the Annual Holiday Party to be held in December
- Make arrangement for other social events to be held throughout the year as determined by the members and/or general membership. These events may include:
 - October: Halloween pumpkin carving/potluck
 - January/February: New year pub night, NSSA-joint pub night
 - April/May: End of seminar potluck
 - June: Summer Picnic
- Advertise events through Facebook, email, flyers and personal visits to each lab
- Make announcements in weekly seminar to advertise events
- Work with treasurer to ensure events are not over-budget

FoM Social Representative

- Attend Faculty of Medicine (FoM) student meetings representing NSGSA to discuss upcoming interdepartmental social events
- Organize interdepartmental social events with student representatives from other departments
- Report and update potential social and academic events that would benefit students in the Department of Nutritional Sciences (DNS) during the executive meeting
- Help promote and organize logistics of the interdepartmental event within the DNS (i.e. make announcements, keep track of head-counts/registration)

Community Liaisons (2 positions)

- Coordinate community outreach within the DNS including planning and running fundraising events for charities of interest to members of the DNS
- Encourage volunteer participation in events from all areas in the DNS by coordinating with Hospital and Social Representatives
- Coordinate with the University of Toronto St. George Let's Talk Science (LTS) Chapter to help organize activities related to Nutritional Sciences including classroom visits, presentations at the Royal Winter Fair's Journey to Good Health Stage, booths at the St. George campus Science Rendezvous (all information can be found in CL binder)
- Coordinate events throughout the year including Coffee Break for various charity, Basketeers for Women's Shelter (December), and Home for Dinner program at Ronald McDonald House
- Organize and coordinate physical activity for the students in DNS either leisure, non-competitive or competitive games
- Depending on the interest of the current students, initiate and coordinate league teams (ex. GSU volleyball team – Nutrilizers)

CUPE Representative

- Arrange CUPE information sessions on TA rights, health benefits and other CUPE related issues
- Collaborate with CUPE executives to inform CUPE members in the DNS of the updates from CUPE
- Be familiar with CUPE bargaining, health plan and TA rights
- Promote CUPE events and send emails to members
- Attend CUPE meetings to receive updates from CUPE3902
- Report back to the NSGSA of pertinent information from CUPE

Hospital Representative

- Keep hospital-based DNS students informed and engaged in both departmental and interdepartmental events
- Raise issues or concerns that are brought up by hospital-based students
- Available to answer (electronically, or face-to-face) hospital-based student questions regarding events or issues.
- Host events for hospital students and others to foster a sense of community.

Webmaster

- Maintain website (nsgsa.sa.utoronto.ca) and NSGSA Facebook page (add new students, upload event photos, update event detailed and advertise all events hosted by NSGSA)
- Provide monthly update on social, academic and sport events via website
- Update Nutri-News issues and student thesis

Mentorship Representative

Must be a senior graduate student (at least one year of graduate school experience)

- Implement a mentorship program for incoming graduate students
- Recruit senior students to act as mentors and new students who would like a mentor
- Make matches between the senior and junior students based on research stream and location
- Oversee mentorship program, ensure monthly contact between mentors and mentees
- Alert First Year Representative of events or programs useful to new students
- Organize a mentorship mixer in September, and 2-3 other mentorship events throughout the year

First Year Representative (elected in September)

- Assist the Mentorship Representative in running the mentorship program
- Make mailing list of new students for NSGSA related events
- Act as an ambassador to new students – encourage attendance at social and academic events, make others feel welcome
- Act as the liaison between new students and the NSGSA
- Assist the Social Representative and Community Liaisons in running events and recruiting participants

Student Affairs Rep

- Schedule and organize bi-monthly journal club, where journal articles or other various academic issues are discussed.
- Schedule and organize monthly student-run workshops/skill sharing sessions. This can include, but is not limited to:
 - Overviews of common statistical techniques
 - Introduction to coding in SAS or R, or learning to program in R
 - Use of reference managers (EndNote, Mendeley, RefWorks, etc)
- Coordinating extracurricular activities within the Department of Nutritional Sciences.
 - Recruit DNS intramural volleyball team captain
 - Recruit leader for monthly fitness classes
- Running or assisting with the coffee breaks at seminar.
- Coordinate, schedule, and organize Nutri-News operations and editorial duties.

Important note: Most of the duties above do not need the Student Affairs Rep to always be present at these events or even to attend at all. These duties *do* require that the Student Affairs Rep make sure they identify individuals who want to lead these events, to organize room bookings and advertising, to schedule things, and in general to make sure these activities actually happen.

All members of the NSGSA are expected to be involved in sub-committees and help with all social, academic and community outreach events including planning, organizing and executions, in addition to the core responsibilities of their respective positions. All positions are elected in May/June with exception of First Year Representative which will be elected in the following September.