Guidelines for Departmental Representatives

Role: YOU are the voice for Graduate Students in your department in the SGA. Speak up and advocate for all students in your department.

Requirements

- Attend monthly GSC meetings
- The GSC executive officers meet monthly with the SIGS deans and voice concerns to them
- Participate in GSC committees (optional)
- Communicate with the students in your department

You **MUST** have a means to contact all students in your department

- Blackboard shell
- Facebook Group
- Email list
- etc.

After the meetings, it is your job to communicate with students in your department within a week of the meeting. We will send out a follow-up email that details the information to pass on to students. This is the most important job of a representative!

Attendance Rules

Your department status determines your ENTIRE department's eligibility for travel grants and research grants

- Active = eligible for funding
- Probation = eligible for funding
    - One absence
- Inactive = not eligible for funding
    - Two consecutive absences or three total absences
- Attend one meeting to return to "probation" and two meetings to return to "active"