

GRADUATE REPRESENTATIVE

The **Graduate Representative** shall represent the educational, social and personal concerns of students at Mount Allison, with an emphasis placed on graduate students. Furthermore, the Graduate Representative shall:

1. Be a graduate student, attending Mount Allison University.
2. Be appointed by the Graduate Student Association.
3. Serve a term on the Students' Administrative Council from the elected date to the thirtieth day of the following April.
4. Sit on, and attend all meeting of, at least two Standing Committees of the MASU, unless otherwise excused by the Chair of the respective Committee.
5. Sit on, and attend all meetings of, the Senate Graduate Studies Committee, unless otherwise excused by the respective Chair of said Committee.
6. Act as a liaison between the MASU and graduate students, while ensuring accurate communication of MASU policies and decisions to these students.
7. Act as an advocate for students, particularly graduate students, to officials of the MASU and Mount Allison University.
8. Maintain a collegial and collaborative relationship with the Office of Graduate Studies, the Graduate Student Association, and the Graduate Studies Committee.
9. Work in collaboration with the Dean of Science & Graduate Studies to develop new ideas and initiatives for increasing the participation of graduate students at Mount Allison.
10. Hold a yearly forum to build community, address concerns and welcome new graduate students.
11. Not occupy a MASU staff position.
12. Attend all meetings of the Students' Administrative Council, unless otherwise excused by the Chairperson.
13. Submit a report to the Students' Administrative Council at least once per semester, outlining the affairs of their portfolio.
14. Submit an annual report on all projects and affairs of their portfolio during their term in office to the Chairperson.
 - a. This report will be due on or before the last meeting of the Students' Administrative Council during their term and must follow the annual report guidelines set out by the MASU.
15. Receive an honorarium consistent with that outlined in the MASU budget for the fiscal year in which they occupy the position.
 - a. To receive this honorarium, they must not be absent unexcused for more than 10% of meetings of the Students' Administrative Council.
16. Perform all other duties assigned by the Students' Administrative Council.