

SCHOOL REPRESENTATIVES

BASIC REPRESENTATIVE DUTIES

- Attend monthly GSC General Assembly Meetings (Must register on Zoom)
- Vote in elections
- Attend GSC sponsored events-Volunteer!!
- Relay information from GA meetings back to your schools



MEETING DAYS/TIMES/LOCATIONS

Fall Semester

-Wednesday, September 2, 2020

-Wednesday, October 7, 2020

-Wednesday, November 4, 2020

-Wednesday, December 2, 2020

Spring Semester

-Wednesday, February 3, 2021

-Wednesday, March 3, 2021

-Wednesday, April 7, 2021

-Wednesday, May 5, 2021

- * All GA meetings are the first Wednesday of the month at 6PM.
- * Zoom link provided on Campus Groups Events page.
- * Food will be reimbursed up to \$15 per representative for each GA meeting.

ONE WEEK BEFORE GENERAL ASSEMBLY MEETING

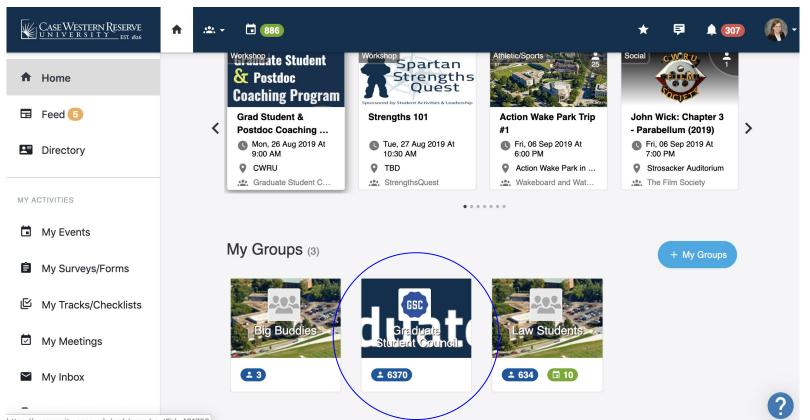
- Look for an email from me (mnb26) about a week before reminding you of the date, time and location of the GA.
 - This email will also contain any materials we will be voting on in GA the following week
 - Please review these materials prior to the GA meeting. They are given out a week before so you can relay the information to your school and so you can come to GA prepared with questions and opinions.
 - Let me know if you are unable to attend the GA Meeting and why.
 - Excused absences are school and work related



~ONE DAY BEFORE GA MEETING

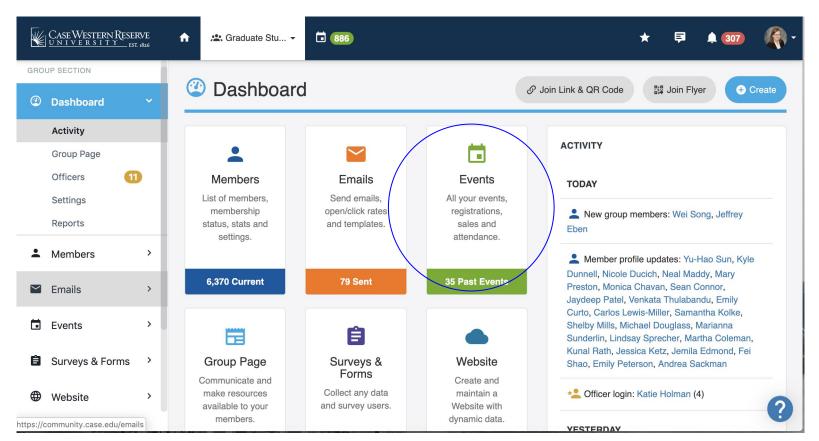
- You will receive another email from me with the finalized GA agenda
- If you are unable to attend the meeting this is your final reminder to please let me know.
 - o If you are unable to attend, send a proxy to the meeting.
 - If you are unable to send a proxy send me any questions, comments or votes that you have before the meeting.
- Register for the GA meeting on CampusGroups





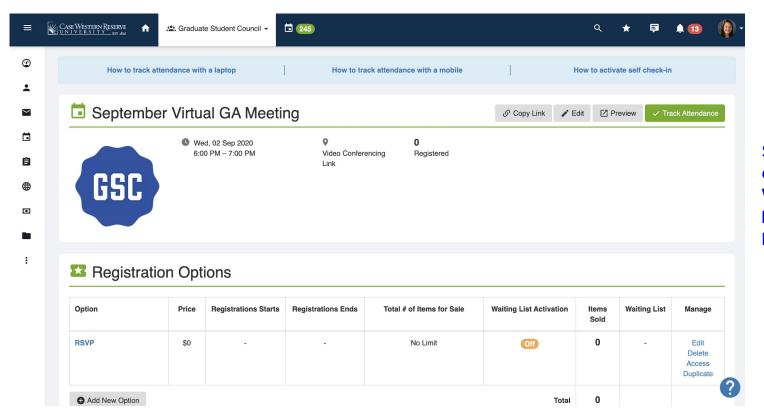
Step 1: Click Graduate Student Council





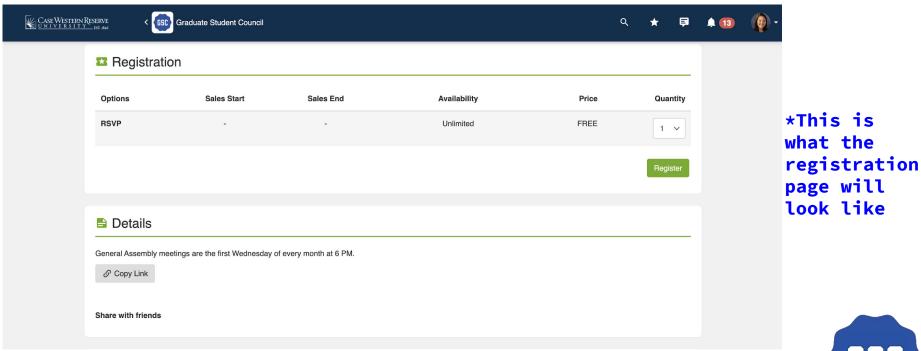
Step 2: Click Events





Step 3: Click on "September Virtual GA Meeting" and RSVP





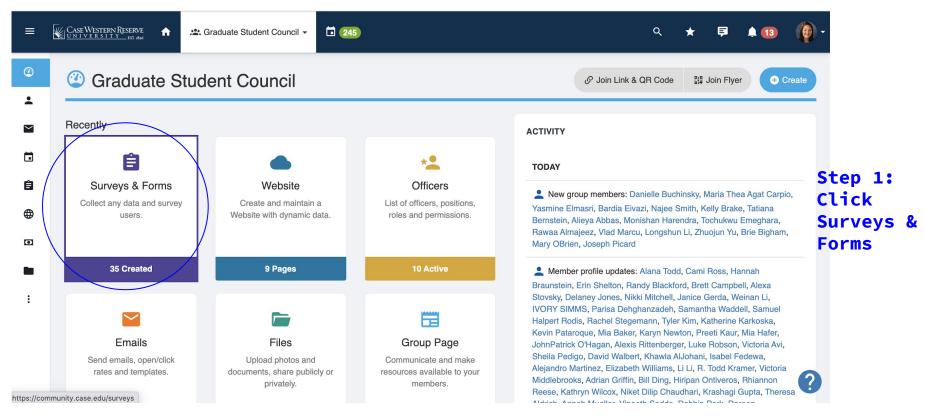


DAY OF GA-BEFORE MEETING STARTS

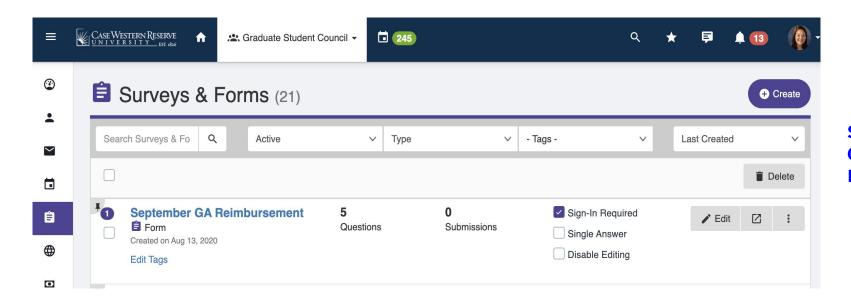
- This fall we will be using Zoom for virtual GA meetings. Spring meetings TBD.
- Attendance will be documented in CampusGroups.
- Food will be reimbursed up to \$15 per representative for each GA meeting. (Submit within 14 days)
 - Submit receipts via Campus Groups form of corresponding GA meeting/month



FOOD REIMBURSEMENTS

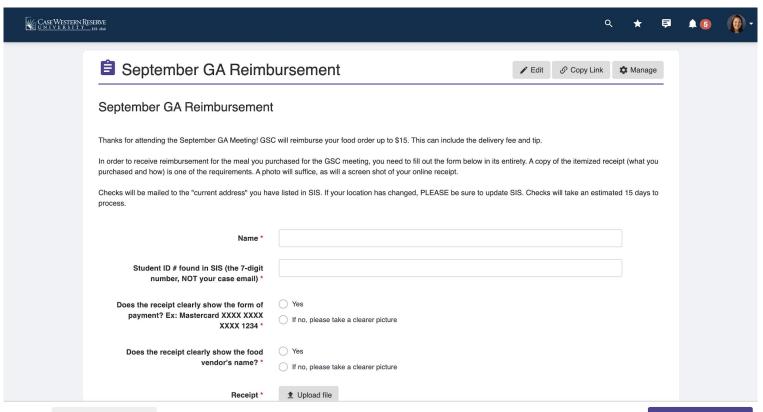


FOOD REIMBURSEMENTS



Step 2: Click on Form

FOOD REIMBURSEMENTS



*This is what the form will look like

DAY OF GA-DURING THE MEETING

- Pay attention and ask questions.
 - Remember that there are over 6,500 graduate students at CWRU. The job of the 9 executive members is to make sure we are making decisions, putting on programming that best reflect the general attitude and opinions of the graduate student population. You play a BIG role in making this happen.

School Reports

- At the end of GA meetings.
- This is a time to give an update about things happening at your school, raise concerns that we didn't address earlier in the meeting, or ask for clarification about anything we had talked about earlier in the meeting.

DAY OF GA-AFTER MEETING

• Look for an email from me the same night as the GA with the meeting minutes.



GSC WEBSITE: ACCESSING MEETING MINUTES

URL: https://gsc.case.edu/

