

GRADUATE STUDENT ASSOCIATION  
Departmental Representative  
Roles and Responsibilities



## PURPOSE

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The purpose of this document is to outline the operational roles and responsibilities of all participating departmental representatives to the MU Graduate Student Association (GSA). It is aimed at those members who are actively representing a departmental graduate student association, to allow a clear understanding of their critical role within the organization.

## INTRODUCTION

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As a Graduate Student Association (GSA) representative, your role is essential. Constitutionally, you serve as a liaison between the GSA general assembly and your respective department. You are the first line of inquiry for your graduate student colleagues on matters concerning university policy changes, campus-wide events, as well as other GSA-related activities. Furthermore, if an issue arises within your department, potentially requiring administrative intervention, it is your role to bring forth your case to the general assembly and/or the GSA executive board. Ideally, you serve as the intermediary between information going up [from departments], and information coming down [from administration]. Your active participation is both *of* value and valued.

## ROLES AND RESPONSIBILITIES

### ATTENDANCE

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Attendance is vital. As a representative, you can only fulfill your obligations with regular attendance to general assembly meetings. As the voice for your department, it is your constitutional role to participate in this regard. Nevertheless, life happens, and sometimes a representative will not be able to attend a general assembly meeting. As such, we expect you to secure a temporary stand-in from your departmental GSA, as to both sustain continuity of attendance for your department, and ensure that no information has been missed.

### REPORTING

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As the intermediary between your departmental GSA and the general assembly, it is imperative that pertinent information is shared with your colleagues in a timely and detailed fashion. We encourage you to use general assembly minutes, which are available on our website: [gsa.missouri.edu](http://gsa.missouri.edu).

### COMMITTEES

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GSA representatives are also asked to be active committeepersons. Currently, the Graduate Student Association has four standing-committees: constitution, finance, membership, and events. These committees are designed to ensure that internal decisions and recommendations are being made by as many of our members as possible. They also function as a means toward efficiency, utilizing individual member expertise and talents in small decision-making bodies in order to get things done in a proficient manner. Representatives should be a member of at least (1) one standing-committee. Membership entails regularly meeting, planning, participating in events, and reporting back to the general assembly.