

SAGSC Positions

All positions are available, and any Anthropology or Sociology graduate students are welcome to nominate themselves or others for positions

Co-Chairs (one Anthropology and one Sociology) - two positions

Equally and jointly responsible for:

1. Alternating chairing of all regular caucus meetings (one per month)
2. Co-chairing the orientation committee (next year); and

The two elected co-chairs work together to ensure that their workloads are divided equally. Normally, the co-chairs are not member of the departmental board, nor are they responsible for fulfilling any of the duties of other members of the GSC as outlined in the constitution. The co-chairs are the go-to people for the caucus. They draft agendas for each meeting, send out official communications, round up volunteers for caucus initiatives when none are available, and delegate tasks to others where they cannot complete them alone.

Social Coordinator and Social Committee - one coordinator, five person committee

Carried out by a single person with a committee of volunteers, this position entails planning all social events, with the help and input of the department and caucus executive. Normally, we would like to have at least one social event per term, and this could include pub nights, parties, attending sporting events, potlucks, and will hopefully include some events that are family friendly. The position also requires advertising these events, through Facebook, departmental emails, as well as postering.

GSA Reps - two positions

GSA reps are responsible for attending all GSA meetings (monthly) and for representing the interests of Sociology and Anthropology graduate students on the GSA. Following each GSA meeting, they report on the proceedings and related GSA activities at regular caucus meetings, or by-email when urgent issues are raised. If they choose, they may become members of the GSA executive or committees. Attendance at the GSA is crucial as we receive \$200 for each meeting we attend. Proxies are allowed as long as they are worked out in advance of the meeting. (Also good to know, food is available at GSA meetings).

Reporter - one position

This person takes minutes at each regular caucus meeting, and within one week of each meeting, distributes those minutes to the communication coordinator, who will distribute them to the caucus. They also keep all caucus records including the constitution, past minutes etc.

Student Resource Liaison - one position

The student resource liaison is responsible for:

1. Working with the chair of the department to advocate for student resources such as computers and office renovations
2. Communicating the status of resource allocation to the caucus; and

3. Communicating student needs to the chair

Communications Coordinator - one position

The communications coordinator is responsible for:

1. Acting as primary liaison between the graduate student body and the caucus executive, and fielding general enquiries from graduate students, or directing them to the appropriate member of the caucus
2. Advising the graduate student body of caucus activities and events, including all meetings, via the soc-anth graduate list-serve
3. Creating notices for caucus activities and events, and posting them throughout the department
4. Controlling the social media channels of the caucus

As often as possible, the Communications Coordinator should be solely responsible for writing and sending email from the caucus executive to the soc-anth list-serve.

Treasurer - one position

This person keeps records of caucus funds and expenditures, administers caucus funds, and makes reports of the SAGSC's financial situation at regular caucus meetings, whenever it may be required.

Departmental Board Representative Coordinator - one position

As a departmental board representative, the coordinator is responsible for:

1. Acting as a primary liaison between the departmental faculty (including the departmental chair) and the caucus executive on all matters directly related to the activities of the departmental board
2. Ensuring all departmental board representatives are aware of upcoming board meetings and attend meetings on a regular basis
3. Informing the caucus executive if board members are not fulfilling their responsibilities in attending departmental board meetings
4. Ensuring all departmental board representatives have become registered New University Government (NUG) representatives upon their election
5. Making regular reports to the caucus regarding the monthly meetings of the departmental board

Departmental Board Representatives - six positions

Representatives are responsible for attending all board meetings and voting (or abstaining) on all motions. Regular attendance at board meetings is required. When possible, the composition of the board representatives should be reflective of the composition of the graduate student body, with representation from M.A. Anthropology, M.A. Sociology, as well as Ph.D. Anthropology and Sociology students.

Union Stewards - three positions

As stewards of CUPE 4600 (our TA union), union stewards are responsible for attending the Steward's Council of CUPE 4600 on behalf of Sociology and Anthropology graduate students who are employed as teaching or research assistants. The stewards will convey information and concerns between the department and the executive council of CUPE 4600, and will act as resource people for teaching and research assistants should any grievance arise. They will also provide updates to the caucus at regular meetings, in person or via email. (Good to note, there is a stipend for union stewards).

Graduate Committee Representatives

1. Anthropology Graduate Committee Representatives are responsible for attending all meetings of the anthropology graduate committee, save those regarding admissions and scholarships
2. Sociology Graduate Committee Representatives are responsible for attending all meetings of the sociology graduate committee, save those regarding admissions and scholarships

All reps are expected to provide brief synopses of meetings at each regular meeting of the caucus

Conference Committee - two positions, with a five person committee

This position is a very involved one, and should be held by at least two individuals, as well as a committee of members who can commit a lot of time to planning and managing the conference including being responsible for:

1. Organizing the annual graduate themed conference held in the winter semester;
2. Coordinating those interested in planning the conference;
3. Soliciting abstracts and participants from all participating departments;
4. Advertising and promoting the conference to both faculty and students; and
5. Setting up the proceedings and related activities on the day of the conference, and days leading up to the conference (booking the room, picking up food, room set up, swag, poster etc.)

Colloquium Organizers - two positions

This position entail working with two to four faculty members to bring academic speakers to the department to discuss their research, academic work, etc. It involves planning (booking the room, refreshments, advertising), soliciting speakers, and overseeing events as they happen.

Outreach and Advocacy Coordinator - one position

Recent events have fostered the need for a more politically and socially oriented caucus. This coordinator works on mobilizing graduate students in our department to become involved in the broader university and community, whether that is through giving back through volunteering, or becoming involved in global political issues or movements. This might include keeping students informed of current events via the list-serve, organizing meetings, and helping connect students to movements or organizations outside of the department or off campus.