

# Student Representative Roles and Responsibilities

Students are encouraged to play an active role in decision-making processes at the Natural Resources Institute. Every year student representatives are selected by the student body, two from the first year class (one Master's & one Ph.D.) and two from the second year classes of the Master's and PhD programs. Some of the roles and responsibilities of the respective representatives are similar from year to year; however they may vary depending on the interests and activities of students, faculty and staff. The following is a list of the common roles and responsibilities of graduate student representatives:

**Faculty, Staff, and Student Liaising:** Student reps generally have the primary role of liaising with faculty, staff and students at the NRI as a way of enhancing communication and student involvement in decision-making processes.

**NRI Institute Council:** The NRI Institute Council, comprised of faculty members of the Institute, meets bi-weekly during the academic year and advises the Director on matters pertaining to the functions of the Institute. Student reps may be asked to consult with students on certain matters, attend and contribute to this forum.

**Attending and coordinating/facilitating meetings:** Student representation is part of many decision-making processes at the NRI including Faculty Council meetings, and other meetings surrounding special topics. Student reps may also call student meetings/forums to receive and channel student perspectives through the appropriate decision-making channels at NRI.

**Graduate Students Association (GSA) involvement:** The NRI student representative roles are separate from the GSA's student representative roles. NRI graduate students are strongly encouraged to get involved with the GSA as a student councillor to liaise with other graduate students, learn about issues at the University, as well as qualify for departmental grants.

GSA offers grants to departmental graduate student associations who are represented on UMGSA Council. Department grants are allocated in two disbursements (December and May), and in order to qualify, a department representative must attend Council and participate in at least one internal UMGSA Committee. Applications are due November 1 and April 1.

**Communication with the Faculty:** Student reps may be required to attend Faculty Council meetings or engage in other forms of communication with the Faculty of Environment, Earth, and Resources. These meetings usually occur only once or twice per year.

**Action plans and follow-ups:** Following engagement in decision-making processes student reps may be required to delegate student and faculty reporting and create action plans and follow-ups on actions.

**Social event coordination:** Student reps are responsible for coordinating social events for NRI students. Some popular events have been an evening of bowling, following the annual pot-luck at the end of the first term in December.

**Banking and budgeting:** One representative is required to maintain the NRI graduate student budget and serve as signing authority on the bank account.

**Resource person for graduate student issues:** Students in need of advice or resources will often approach student reps for advice and resources. Additional assistance is also available for students through Shannon Wiebe the NRI administrative assistant.

**Commitment to learning:** Student reps are responsible for consulting with previous year's representatives and informing new representatives towards creating the most effective representation for students at the NRI.

For further information please contact the Shannon Wiebe at [Shannon.Wiebe@umanitoba.ca](mailto:Shannon.Wiebe@umanitoba.ca).