

## **NRI Student Representative Roles and Responsibilities and Election Process**

### **Role and Responsibilities:**

#### **MNRM Student Representatives**

- Attend U of M Graduate Students Association general meetings, last Wednesday of each month. Time commitment is usually ~1 hour.
- Attend U of M Graduate Students Association committee meetings; NRI has been on the Bylaws and Policy Committee, which usually meets the second Thursday of each month (it is not mandatory for a representative to be on any committee). Time commitment is usually ~1 hour.
  - Fill out any councillor documents and complete training required by the UMGSA to be a councillor (i.e. Bystander training course, Conflict of Interest disclosures)
- Representatives may also volunteer for extra standing UMGSA committee responsibilities and activities as they see fit

#### **PhD Student Representatives**

- Serve as the Treasurer, maintain the NRI graduate student budget, and serve as signing authority on the bank account.
- Attend Faculty council meetings
- Represent the NRI Students Association at the Faculty level
- Coordinate with the responsible NRI staff (Shannon/ Dalia) for events/activities/concerns

#### **Common responsibility**

1. Organising events/activities
2. Liaising with faculty, staff and students at the NRI as a way of enhancing communication and student involvement in decision-making processes.
3. Year-end self-evaluation meeting (to assess everyone's contribution)
4. Participate in all the student rep meetings
5. 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's office manager.
6. Consulting with previous year's representatives and informing new representatives towards creating the most effective representation for students at the NRI.

#### **Roles to be designated amongst student reps:**

#### President

- Accounting for the actions of the NRI Students' Association
- Coordinate with other student reps for any initiatives/discussions

#### Vice President

- Engage with other PhD students regarding various PhD related concerns
- Work with the treasurer to prepare the report on yearly social activities

#### Treasurer

- Reporting on the status of the NRI's bank account
- Holding signing authority over transactions from the NRI's bank account along with Shannon
- Responsible for yearly financial reports, and cheque deposits (Coordinate with GSA)

#### Secretary

- Recording what happens at each meeting and distributing the minutes to the other councillors
- Engage with other grad students regarding various program related concerns

#### **Election Process:**

- In the first week and a half of classes nominations for the student representatives (generally two MNRM and two Ph.D.), as well as for any other vacant position, will be sought.
- Nominations will be collected by the election returning officer, Dalia Naguib
- The election returning officer will ensure those nominated agree to stand for election.
- The names of nominated individuals who agree to let their name stand will be circulated and the returning officer will collect the votes and announce the winners.

Once the students are elected, there will be a transition period whereby the former reps will provide any necessary information and resources to help the new reps understand their roles and responsibilities to effectively advocate for the student body's interests and concerns.