

Social Work Graduate Student Collective

Role: *Co-Chair (2 positions)*

Description of Role

The Co-Chair is responsible for overseeing all GSC activities, initiatives, and programming. The following roles/duties are flexible and intended to be shared between the Co-Chairs:

- Involvement with the School of Social Work's orientation activities.
- Ongoing communication with students, staff, and faculty through email and social media about graduate and social work affairs.
- Recruiting and coordinating student membership on committees, and engaging in succession planning for the following school year.
- Chairing monthly GSC meetings, distributing meeting agendas, documenting meeting minutes, and maintaining diligent records.
- Administrative tasks including managing the GSC email, Google Drive, and social media accounts.
- Financial tasks including managing GSC finances, preparing annual budgets, tracking expenses, and producing yearly financial reports.
- Advocacy on behalf of graduate students in the School of Social Work.
- Support with coordinating events and learning/professional development opportunities based on student needs and interests.
- Establishing connections between the student body and associations such as OASW, OCSWSSW, and CASWE. <https://caswe-acfts.ca/student-committee/>

Please note that this is not an exhaustive list of duties and other tasks may be assigned to Co-Chairs as per student/GSC needs in a particular academic year.

Time Commitment

5–8 hours per month for a minimum of one school year (September to August). Expected to chair monthly GSC meetings and debrief updates/concerns brought forward by members. Co-Chairs may also need to attend other committee meetings in-proxy of representatives, if necessary.

Students in all graduate program streams are encouraged to apply, however preference will be given to students in the 2-year MSW program to facilitate succession planning.

Honorarium

While this is a volunteer position, Co-Chairs receive an honorarium of \$150 at the end of each semester (pending funding availability).