Chair of the Council

**Reports to:** The Council  
**Jobs Reporting (Job Titles):** President  
**Location:** Main Office  
**Term:** May 1 – April 30  
**Wage:** 10 hours/month at $31.90

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**General**

- Pursuant to Bylaw 7 (Council) and Policy 7 (Council), preside over and administer the affairs of the Council and the Council Executive Committee.
- Execute duties as outlined in other Bylaws and Policies.
- Abide by and uphold the mission, vision, and values, and the bylaws and policies of the Association.
- Promote high morale throughout the GSA by serving as a role model for equity and inclusivity.
- Support the professional development of graduate students, GSA staff, and GSA volunteers.
- Hold regular office hours for meetings with graduate students, GSA staff, and GSA volunteers.

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**Nature and Scope**

**Interpersonal Skills:**

- Strong communication skills; works as part of a team and collaborates with colleagues; interacts with persons of various social, cultural, economic, and educational backgrounds; acts in a diplomatic manner; and establishes and maintains strong working relationships.

**Level of Responsibility:**

- Senior leadership.

**Decision-Making Authority:**

- Decision-making authority as assigned in the Bylaws and as otherwise delegated from time to time by the Council.
Physical and Sensory Demands:

- Minimal demands typical of a senior position operating within an office environment.

Working Conditions:

- Exposed to stress and pressure associated with senior level responsibilities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable or uncomfortable environmental conditions.
- There may be unusual hours or schedules, multiple and/or tight deadlines beyond one’s control and constant interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests, varying student volumes at different times of year).

Vacation

- Vacation pay at 4%.