



Outline of Available Positions

Reporting to the President

Wellness Officers (3)
Advocacy Officer (1)
Secretary (1)
Website Manager (1)

Reporting to the VP Academic

Academic Officers (2)
Language Class Coordinator (1)
Neuroblog Coordinator (1)

Reporting to the VP Finance

Sustainability Officers (2)

Reporting to the VP Social

Social Officers (3)
New and International Student Officers (2)
Designer (1)

Reporting to the VP Communications & Outreach

PGSS Representatives (2)
Institute Representatives (detailed numbers below)
Communications Officers (2)

General Expectations of GSAN Committee Members

- GSAN Committee Members are expected to work collaboratively and respectfully with their fellow Committee Members.
- GSAN Committee Members are required to attend monthly GSAN Committee Meetings. If a Committee Member is unable to attend a meeting, they are responsible for:
 - explaining their absence in advance to their supervising Executive Member; and
 - reading the minutes of the missed meeting to stay up to date on committee proceedings.
- GSAN Committee Members are required to join the GSAN Committee Slack Workspace. Committee Members are expected to regularly check and reply to their Slack messages in order to facilitate efficient communication among Committee Members.
- When summarizing their work on GSAN to the public (e.g. on social media, on CVs, on scholarship applications, etc.), GSAN Committee Members are required to accurately and honestly present their position title, responsibilities, and contributions.

Descriptions of Specific GSAN Committee Member Roles

- Each Committee Member will be supervised and report to one of the five Executive Members of the GSAN Committee (President, Vice President Academic, Vice President Communications and Outreach, Vice President Finance, Vice President Social).
- If more than one position for a given role is available, the number of positions will be listed in parentheses following the job title. For these cases, Committee Members holding the same role are without exception considered co-officers of equal standing.

Reporting to the President

Wellness Officers (3)

The goal of the wellness officers is to create events and programs that support mental health and well-being among the students of the IPN. Specific expectations include:

- 1) Manage the Peer Support Program (<https://gsaneuro.com/wellbeing/>), including organizing at least one active listening training session per semester and matching peer support volunteers with IPN students in need of support.
- 2) Act as a liaison to other McGill wellness resources (including: <https://blog.gsaneuro.com/2019/09/02/health-and-wellness-resources/>).
- 3) Organize mental health awareness and wellness related events throughout the academic year. These include support groups on various topics that affect graduate students (e.g. Imposter Syndrome, loneliness, homesickness, working with post-mortem tissue/animals for research).

Advocacy Officer (1)

The goal of the Advocacy Officer is to establish within GSAN a centralized, sensitive, and confidential service for IPN students that enables efficient access to information and resources pertaining to issues students may encounter during their studies. Specific expectations include:

- 1) Respond to emails from students who reach out and provide them with information about McGill resources relevant to their situation and help them access these resources and offices at McGill.
- 2) Liaison with associated resources such as the Peer Support Program, the Committee for Member Support through PGSS, the Legal Information Clinic at McGill, and others.
- 3) Obtain active listening training, offered through the Peer Support Program, and training on how to handle student cases, provided by the Committee for Member Support.
- 4) Prepare and update documentation (e.g. brochures, posters) including information and resources relevant to common issues encountered by graduate students. These resources will be made available to all GSAN members on the GSAN website.



Secretary (1)

The goal of the GSAN secretary is to help maintain transparency in the organization. Specific expectations include:

- 1) Attend all GSAN Committee Meetings and record detailed meeting minutes to keep all GSAN Members informed of committee proceedings.
- 2) Promptly publish the meeting minutes on the GSAN website. Examples of previous years' meeting minutes can be found here: <https://gsaneuro.com/gsan-meetings/>.

Website Manager (1)

The Website Manager ensures that the GSAN website (gsaneuro.com) is up-to-date and user-friendly, allowing GSAN members to easily find important information about our organization such as our contact information, well-being resources, events calendar, and ways to get involved in the organization. Specific expectations include:

- 1) Maintaining and updating the GSAN website. This includes providing an updated list of the GSAN Committee for the current academic year, including photographs.
- 2) Communicating regularly with rest of the GSAN Committee to facilitate accurate and easy communication of updates, notices, events, that need to be posted to the website.

Reporting to the VP Academic

Academic Officers (2)

The goal of the Academic Officers is to aid the VP Academic in organizing and hosting GSAN's academic events, including competitions, seminars, and workshops. Specific expectations include:

- 1) Conceptualize, organize, and host academics-related events and activities.
- 2) Ensure timely advertising of events (≥ 2 weeks in advance of the event) through (a) IPN and GSAN newsletter advertisements, (b) Facebook event hosted by the GSAN Facebook page, and (c) physical posters to be hung at various institutions by the Institute Representatives.
- 3) Coordinate with the Healthy Brains for Healthy Lives (HBHL) program to minimize overlap in event content and prevent scheduling conflicts.
- 4) Maintain documentation of academic events with key timelines and logistical details for the reference of future committee members.



Language Class Coordinator (1)

The goal of the Language Class Coordinator is to plan and execute GSAN's language classes, including French classes at varying degrees of difficulty. Specific expectations include:

- 1) Recruit instructors for French class and develop schedule for classes based on their availability.
- 2) Oversee email advertisement of language classes at the beginning of each semester.
- 3) Manage class registration and provide class lists to each instructor.
- 4) Collect student feedback at the end of each semester.
- 5) Plan and host other language-related events (e.g. language buddies, conversation cafes).
- 6) Maintain documentation of language classes with key timelines and logistical details for the reference of future committee members.

Neuroblog Coordinator (1)

The goal of the Neuroblog coordinator is to reach out to IPN students at various events to write articles for the Neuroblog and ensure that at least one to two articles are published on the Neuroblog every month. These articles can cover a variety of topics relevant to graduate student life. For more information: <https://blog.gsaneuro.com/>

Specific roles include:

- 1) Reach out to students at various events to write articles for the Neuroblog
- 2) Regularly check the online sign-up sheet for people interested in contributing to the Neuroblog (<https://bit.ly/2ZxbAKL>) and contact interested students.
- 3) Edit and proof ready articles and make them more accessible on the user interface.
- 4) Interview professors and/or students and publish content on the Neuroblog (optional but recommended).

Reporting to VP Finance

Sustainability Officers (2)

The goal of the Sustainability Officers is to ensure sustainability of GSAN events and to collaborate with the Green Labs Initiative Team (**for more information:** <https://bit.ly/34f=zkBH>) and promote sustainable living amongst all IPN students by organizing info sessions/discussion groups and sharing tips and tricks through GSAN social media on how to live more sustainably in and outside the lab.

Specific expectations include:

- 1) Ensure that all GSAN events are Green Certified wherever possible (**for more information:** <https://bit.ly/2Upi5JJ>)
- 2) Attend Green Labs Initiative ambassador meetings once every 2 to 3 months.



Reporting to VP Social

Social Officers (3)

The role of the Social Officers is to help to create a fun, welcoming, and accessible atmosphere for IPN graduate students by organizing and carrying out social events throughout the academic year. The Social team in GSAN reaches out to Institute Representatives as well as IPN students outside of the GSAN Committee to assess the social needs of our graduate students and develop social events to serve their interests. Specific expectations include:

- 1) Assisting the VP Social in planning and organizing major social activities and events (e.g. Halloween Party, Holiday Gala, Spring Gala, etc.)
- 2) Organizing and hosting monthly Hoppy Hour events
- 3) Working with Institute Reps to plan Hoppy Hour events, and generally facilitate outreach
- 4) Arranging outdoor/physical activities throughout the school year
- 5) Attend bi-weekly meetings with VP Social

For more information about social events: <https://bit.ly/2MO7kj2>

New and International Student Officers (2)

The goal of the New and International Student Officers is to help incoming students and international students acclimate to the program and understand the administrative procedures. Specific expectations include:

- 1) Set up the new student buddy program for the incoming classes (Winter 2021 and Fall 2021)
- 2) Organize events to help promote cultural exchange amongst a diverse community of IPN students with a long-term vision to minimize implicit bias and increase awareness and acceptance towards people from diverse backgrounds.
- 3) Organize events such as Campus Tours to help students familiarize themselves with Montreal and McGill.
- 4) Assist new and international students in acquainting with the McGill and IPN policies and procedures through info sessions.
- 5) Act as a liaison between international students and the IPN

Designer (1)

The Designer helps to advertise GSAN events in a timely manner by developing posters or logos to be shared either online, on bulletin boards, or both. The Designer can utilize their artist and graphic design skills to convey important messages and events that are relevant to IPN graduate students. Specific expectations include:

- 1) Designing posters and other logos for the various GSAN events
- 2) Developing a design request form (e.g. through Google Forms survey creator) to allow sufficient time to create designs for GSAN members requesting posters



Reporting to the VP Communications and Outreach

PGSS Representatives (2)

The goal of the PGSS Representatives is to maintain an open line of communication between GSAN and the general graduate student body at McGill. Specific expectations include:

- 1) Representing GSAN at monthly PGSS Council meetings
- 2) Ensuring GSAN's best interests are met at the PGSS Council meetings
- 3) Reporting PGSS updates at monthly GSAN meetings
- 4) Finding a replacement to attend the monthly PGSS Council meeting if they cannot attend

Link to PGSS website - <https://pgss.mcgill.ca/en/schedule-of-meetings>

Institute Representatives (see breakdown of number of positions below)

The goal of the institute representatives is to ensure that IPN students can have their voices heard in GSAN from all their locations in Montreal. Specific expectations include:

- 1) **Actively** advertise GSAN events to IPN students in their entire institute (not only their lab)
- 2) Organize **at least** one (1) local social, academic or wellness event of interest to people at their respective institutes
- 3) **Actively** monitor the GSAN – IPN students Slack channel for your institute
https://join.slack.com/t/gsan-ipnstudents/shared_invite/zt-gzpbh4u8-FB9mAfYJ8iqNiHlkUjyxDg
- 4) **Actively** promote GSAN events on the GSAN – IPN Students Facebook group
<https://www.facebook.com/groups/310064883447312/>
- 5) Represent the interests of your institute's students at GSAN meetings.

We currently are looking for the following number of Institute Representatives: MNI (3), Douglas (3), Lady Davis (1), MGH (1), IRCM (1), Glen (1), Bellini (1), McIntyre Medical Building (1), Stewart (1), Genome (1), SCSD (1).

Institute representative positions are not limited to the institutes listed above. If you would like to represent your institute, email us at gsan.mcgill@gmail.com



Communications Officers (2)

The goal of the Communications Officers is to maintain GSAN's social media presence and promote GSAN events through a variety of avenues to maximize student engagement. Specific expectations include:

⇒ Social Media Officer (1)

- 1) Maintain activity on GSAN's social media accounts: Instagram and Facebook
 - a. Including **at least** 3 stories per week
 - i. One should be "Upcoming this week" every Sunday
 - b. 1-2 posts per month
 - c. 1 advertisement post before each event (within a week of the event)
- 2) Attend GSAN events to promote them on social media through stories and photographs
- 3) Work with the VP Comms & Outreach to monitor requests for Facebook event pages and Instagram Story requests
- 4) Keep the GSAN – Communications Calendar up to date

⇒ Newsletter Officer (1)

- 1) Publish a newsletter advertising GSAN events, fundraisers, and general interest events hosted by outside groups every 2 weeks
- 2) Remind the GSAN Committee to fill out the Communications Request google form the week prior to newsletter publication.