

**President**

Chairs TGSA meetings, sets the agenda in consultation with the Board, appoints Board members to TST committees, meets with the TST Director and Graduate Director as needed, and attends bimonthly meetings of the TST Board of Trustees.

**Treasurer**

Writes TGSA cheques, tracks TGSA income and expenses for the Board, prepares financial statements for the beginning and end of each year, presents a budget at the November Board meeting, and helps distribute TGSA's travel bursaries.

**Vice-President Academic**

Attends bimonthly meetings of the TST Academic Council, reports discussions to the TGSA Board for input, relays student feedback back to the Council, and works with TGSA's other representatives on TST committees to advocate for students.

**Vice-President Conferences**

Starts planning for the annual TGSA student conference, drafts the call for papers, accepts proposals and prepares them for blind review, works with the Treasurer to apply for funding, and shares other conference duties with other Board members.

**Vice-President External**

Attends the Annual General Meetings of the University of Toronto Students' Union and Graduate Students' Union, improves TGSA's awareness of University student politics and access to University services, and builds TGSA's relationship with affiliated schools.

**Program Representatives**

Brings the perspective of their program or program concentration to the TGSA Board, relays the concerns of others in their program or program concentration, and works with other Board members to better understand the issues facing students.

**College Representatives**

Brings TGSA announcements to their college, raises awareness of college events among TGSA, relays the concerns of graduate students in their college, and builds the relationship between TGSA and their college.

Complete duties are explained in **Section D** of the *TGSA Policies and Procedures* (available at <https://tgsa.sa.utoronto.ca/files/2015/11/TGSA-POLICIES-AND-PROCEDURES-2016.pdf>).