

## GSEF Secretary Job Description

Appointment: 1<sup>st</sup> September 2017 until 31<sup>st</sup> August 2018

Pay: **None-this is currently a volunteer position, similar to the Project Review Committee (PRC)**

Load: Task dependent (see duties below), but averages to around 8 hours/term

### Minimum Qualifications:

- A full-time graduate student at the University of Waterloo until appointment term is over
- Availability on campus for training during the Spring/Summer 2017 term (dates TBD)

### GSEF Secretary Duties (Mandatory):

- Attend and take notes at the Project Review Committee (PRC) meetings (1-2 times per term; approx. 3-4 hours in total)
- Attend and take notes at the GSEF Board meeting (once per term; approx. 2 hours in total)
- Finalize notes and provide to GSEF Coordinator for circulation in a timely manner (ie. up to 2 days after the meetings)
- Tally votes and report results for any online motions (eg. if quorum is not met at a Board meeting, motions may be sent out by the Coordinator for an online vote).
- Maintain the GSEF projects database (excel spreadsheet capturing all applications and decisions by the PRC)

### Optional duties/projects:

- The GSEF projects database was created in 2013; a potential project for the incoming secretary would be to incorporate historic records into this tool, to aid in future decisions by the PRC.
- If there is interest, the incumbent is encouraged to take on additional responsibilities as desired by the GSEF Coordinator (ie. assist in preparation of meeting agendas, join the Long Range Planning Committee, help in organizing GSEF-run initiatives, etc.)

### NOTES:

- In the future, the GSEF Constitution and By-laws may be updated to make the GSEF Secretary position a paid one (similar to the Coordinator and Treasurer); if interested, the incumbent is encouraged to assist the Coordinator in this process.

### Application Materials: To be delivered to Fred Fu at [ffu@uwaterloo.ca](mailto:ffu@uwaterloo.ca)

- 1 page cover letter highlighting qualifications, confirming the full-time commitment until August 2018 and confirming the availability for interview and training
- 2 page resume or CV focusing on leadership, communication and management experience. The applicant is expected to have a flexible schedule and be able to take initiatives and self-manage

