

GASP Positions and Descriptions

General duties:

- Attend monthly GASP meetings
- Host two coffee breaks over the year
- Help plan and participate in the holiday luncheon activity
- Help with Frontiers in Physiology Research Symposium (FIP)
- Support other council members' events

Specific duties:

Position	Description
Executive Council Members	
President	<ul style="list-style-type: none"> • Serve as the lead representative of the Physiology graduate student body • Oversee all GASP activities and be responsible for the internal actions of the council • Serve as the primary advocate for current graduate student issues in Physiology • Call monthly General Council meetings • Ensure that GASP affairs are conducted in a fiscally responsible manner • Make final decisions in the event where decisions are split.
Vice- President(s)	<ul style="list-style-type: none"> • Act as chair for the annual research symposium, Frontiers in Physiology (FIP) • Act as support for the President • Serve as Acting President if the President is unable to attend a • GASP Council meeting • Ensure that GASP is achieving its mission objectives • Assume the duties of the President in his/her absence or inability to fulfill his/her responsibilities
Treasurer	<ul style="list-style-type: none"> • Act as GASP's financial officer, together with the President, and ensure GASP's financial stability • Oversee GASP's bank account in order to maintain financial stability • Keep receipts for all financial transactions, keep a ledger in which all debits, credits, and cheques, as well as the dates and remaining bank balance are recorded, for maintaining and organizing bank records, and for conducting annual audits (if

	<p>applicable) in accordance with policies established by Student Affairs, University of Toronto</p> <ul style="list-style-type: none"> • Apply, along with the President, for the annual “head grant” from the Graduate Students’ Union • Prepare an annual budget at the start of fiscal year • Present current statements of accounts versus budget, and cash flow positions at Executive Council meetings • Prepare of an annual financial report at the end of the fiscal year.
Secretary	<ul style="list-style-type: none"> • Responsible for communication within the GASP council • Record the minutes of the Executive / General Council meetings • Inform and remind GASP Council members of items discussed in the meetings via email • Keep records of all GASP Council meeting information such as members present during the meeting • Be involved in subcommittees that are in charge of certain events/decision-making • Maintain the Physiology student & supervisor master email list.
General Council Members	
Graduate Students’ Union Rep	Represent Physiology students in monthly GSU meetings and relay information about initiatives and motions regarding the graduate student body.
Canadian Union of Public Employees (CUPE) Rep	Represent Physiology Union members (TAs and postdocs) in monthly meetings and relay information about initiatives and motions regarding the Union membership. Representative should be a TA.
Outreach Coordinator	Organize Let’s Talk Science Physiology Day, an outreach event where high schools students participate in physiology labs led by graduate students.
Science Rendezvous Coordinator	Organize a booth for Physiology at Science Rendezvous, showcasing interactive games and activity which highlight human physiology.
Academic Coordinator	Organize the graduate school informational seminar for undergraduate students. Will also coordinate with the physiology undergraduate student association (UPSA) to plan the advisory shadowing event, pairing graduate students with undergraduates for laboratory shadowing.
Social Coordinator(s)	Create, organize, and advertise monthly social events and monthly pub nights for graduate student in Physiology.

Sports Coordinator	Create, organize, and advertise monthly sporting events, such as organized runs, intramural sports, and hiking trips for graduate students in Physiology.
Off-campus Representative	GASP's liaison with students located at hospitals and research institutes affiliated with the Department of Physiology. Main roles include keeping students informed of GASP's initiatives and events, encourage participation, and organize monthly coffee breaks at the various locations.
Webmaster	Design, organize, and update the GASP website, Facebook, and app to relay information and announcements to graduate students in Physiology. Need to have experience with website design and coding.