

Thank you for your interest in serving as a GSA Committee Representative!

This letter outlines the process for reviewing GSA Committee Representative applications and appointing committee representatives, and lists the duties of committee representatives.

After receiving applications for a given committee representative position, the GSA Executive Committee will evaluate the applications and vote for one representative to serve on the open committee. This appointment process can take up to 2-4 weeks, depending on the Executive Committee meeting schedule. If appointed, your term would begin immediately and last until August 31 following the date of appointment (except for the Student Fee Advisory Committee, which lasts two years).

Appointments to GSA Committee Representative positions may be renewed. You may also serve on multiple committees simultaneously.

If you are not appointed to a committee, you may reapply for another committee; for example, it might be the case that the committee you applied for already has a representative on it.

The **duties** of GSA Committee Representatives are listed below:

- Attend all meetings of the bodies on which you represent the GSA
- Solicit input and advice from the GSA VP Committees & Planning (VPCP), the Executive Committee, and the GSA Assembly regularly about issues affecting your committee
- Inform the bodies on which you serve of positions on relevant issues taken by the GSA (if you do not know the GSA stance on relevant issues, ask the VPCP for help)
- If you are unable to attend meetings or participate on your committee for any given quarter (e.g., due to a schedule conflict), you must notify the VPCP and the staff contact for the committee right away
- Report to the VPCP 1-2 times per quarter or if an important issue of a time-sensitive nature comes up in a body on which you serve
- Submit a written report at the end of each quarter to the VPCP summarizing the activities and accomplishments of each body on which you serve, including any recommendations for the GSA Assembly, as well as the total number of hours you served that quarter
- Keep track of how many hours you spend on the committee, including time preparing for meetings and typing reports

The GSA pays a quarterly stipend to committee representatives after the representative delivers the quarterly report. The GSA Assembly may require representatives to submit supplemental documentation to verify the time spent on the business of each body. Stipends shall be paid within thirty days of the receipt of the report and the end of the quarter.

Stipends for each quarter are determined by the following guidelines:

- Under 6 hours: \$50

- 6-9 hours: \$75
- 9-12 hours: \$100
- 12-15 hours: \$125
- 15-18 hours: \$150
- 18-21 hours: \$175
- Over 21 hours: \$200