

# GSA Departmental Representatives

## What do you do?

- 1) **Share information:** As department representative we ask you to come to the GSA General Assembly meetings, hear news that affects grad students, and then pass that along to the grads in your department by the most effective method (email, flyers, treasure hunt). Our communications officer will forward information to you by email and we ask that you forward that to grads in your department, but you are free to edit the information in a way that you know your grads will read it. Also, at GSA general council meetings you have a vote.
- 2) **Distribute money:** GSA rewards departments who attend our general council meetings by giving them money (aka: departmental rebates) each quarter if they attend at least 2 out of 3 meetings that quarter. The amount is equal to \$0.50/person in the department. Most department reps withdraw money once a year to subsidize a department party. The only thing we ask students to do is to make sure as many people in the department as possible benefit from the rebate. Money from previous years remains in the account for future use. We won't take it out.

## How do you become one?

Many graduate students attend the GC meetings without signing up to become an official department representative. However, we encourage every department to have a representative. You can get money for your department! But only if you're an official representative.

To become an official representative you must complete the **Petition for the Election of and Assembly Member**. Representatives are elected in each department through petition. Forms are available at the front desk of the GSA Lounge. Return the forms to the VP of Communications and Records in the GSA Lounge. If your department has less than 50 people, half the graduate students in your department must sign the form. If you have more than 50 students, you need 26 graduate students to sign the form. Forms must be submitted from representatives each fall, even if the same representative is elected. A department may have one department representative for every 50 students enrolled in the department.