

Terms of Reference – Consortium of Canadian Graduate Student Professional Development Administrators (CCGSPDA)

Purpose

The purpose of the CCGSPDA is to communicate and develop resources and best practices in regards to professional development training for graduate students across Canada.

Objectives

- To encourage a national voice on current and future topics related to graduate student professional development.
- To share resources and best practices for graduate student professional development within and beyond the Consortium.
- To collaborate to provide cross-institutional programming.
- To collaborate in the development of resource program funding for national opportunities.

Membership

Members:

Consortium members

- Staff or faculty who work in the area of graduate student professional development in Canadian University Institutions.
- Professionals from outside Universities who are active in designing, creating, or offering professional development and/or career advice to graduate students.
- Membership will be through the addition of a professional email address.
- Membership is not open to graduate students or Post-Doctoral Fellows, though they may be invited to meetings as special guests on specific topics, and their input will be solicited from Consortium members when necessary.

Chair:

- One consortium member will serve as Chair for a two year term starting in November.
- The Chair is responsible for soliciting the Consortium members for meeting agenda topics
- The Chair is responsible for managing the annual review of the Terms of Reference (TOR).
- The Chair will welcome all new members and will be the primary contact for any membership questions or disputes.
- The Chair will be the primary contact with outside groups.

Vice-Chair:

- One consortium member will serve as Vice-Chair for a two year term starting in November.

- If possible, the Vice-Chair term will overlap that of the Chair to allow for continuity.
- The Vice-Chair is responsible for working together with the Chair to schedule and administer all meetings.
- The Vice-Chair will assist the Chair as requested.
- The Vice-Chair will assume the powers and perform the duties of the Chair in the absence or incapacity of the Chair, or in the event of vacancy in the position of Chair.

Membership Manager:

- One consortium member will manage the membership list, and the voting in of new membership and executive positions.
- The Membership Manager will review and update the membership list annually, each November.

Secretary:

- The Secretary will take minutes at all meetings and disperse to membership via list-serve within 4 weeks of the meeting.
- If the Secretary is unable to attend a meeting it is their responsibility to find a delegate among the membership to take and distribute the minutes.

Code of Conduct

- Any member of the Consortium who has a real or perceived conflict of interest must declare it to the Consortium at the earliest time possible, and absent him/herself from all relevant discussions.

Sharing of Information and Resources

Gradpd-canada@lists.ubc.ca will be used to:

- Share ideas and resources
- Promote national professional development opportunities for graduate students
- Ask questions in regards to graduate student professional development programming
- Suggest topics for meetings or discussions

Gradpd-canada@lists.ubc.ca will NOT be used to:

- Advertise a personal business
- Sell products or services
- The list will not be shared outside of the membership

Meetings

- Virtual meetings will be held quarterly (e.g. January, April and September), or more frequently as required.
- In person meetings will be held annually in October or November as part of the Canadian Association of Graduate Studies annual conference.
- Any consortium member is welcome to suggest topics or invited presentations for meetings; suggestions may be made at any time to the Chair. A specific call will be made by the Chair 3-4 weeks prior to a meeting.
- All meetings will focus on a particular discussion topic vs. roundtable sharing of what is new.

Voting process for Membership

- **Consortium Members:** Requests for addition to the membership may be made at any time. Requests should include a link to a professional website, or a short bio to understand the role the person plays in graduate student professional development administration. Any perceived conflict of interest (such as running a business that could derive a profit from mentoring graduate students in professional and/or career development) must be clearly stated when making a request. Requests will be emailed to the Membership Manager who will forward the request to the list-serve. The Consortium Members will have a period of four weeks to raise any potential concerns. If no concerns are raised the new member will be added to the general member list and the list-serve, and will remain a member until their role moves outside the mandate of the group, or until they ask to be removed from the group. The Consortium Chair will manage any perceived concerns that may be raised.
- **Chair and Vice-Chair:** The Membership Manager will put forth a call for self-nomination of a new Chair and/or Vice-Chair to the membership via the list-serve in June of each year, as required. Names will be forwarded to the membership via the list-serve in September of each year, with selection (via voting on-line) over a course of two weeks in October of each year. The Chair and Vice-Chair will be officially announced in November each year. These are 2 year terms, and are non-renewable. The Vice-Chair may put their name forward for the Chair position (or visa-versa) at any point.
- **Membership Manager, Secretary, and Regional Representatives:** These positions are 1 year terms and are renewable. Selection of these positions will happen as for the Chair and Vice-Chair.
- **If a position becomes vacant during the term, the Chair will assume the delegation of duties until the next term when a new member may be voted in.**

Review of TOR

- The Consortium will review its performance and TOR on an annual basis.
- A call for review of the TOR will be put forth by the Chair in June of each year (coinciding with the call for new membership positions).
- Members will be invited to submit changes and feedback to the Chair by September.

- The Chair will email a copy of the draft TOR (including comments and suggestions for revisions) to the Consortium by October each year. If required, the Chair will put forth a call for a virtual meeting to discuss substantial edits. In person discussion and review may also happen annually in October or November as part of the Canadian Association of Graduate Studies annual conference.
- A vote on the new TOR will be made in October/November of each year.
- The approved TOR will go out to the membership in November of each year (to coincide with information regarding voting in new executive members).

Edits:

12 November 2015: Drafted by Jacqui Brinkman, with feedback by Tara Christie

9 December 2015: Feedback from current membership (requested 12 November 2015) incorporated as comments (by T. Christie).

11 December 2015: Discussion via Blackboard with representative members.

11 March 2016: Discussion from 11 December 2015 meeting incorporated into a Draft #2 (by T. Christie and J. Brinkman).

02 May 2016: Final version, based on April 11th, 2016 teleconference