

GSU General Council Roles

The main role descriptions as outlined below have been taken from the GSU constitution. Additional information for some roles is provided in bullet points below the main description. All positions are expected to attend virtual monthly GSU council meetings in addition to what is listed. If you have questions about a role, please email Emily Cordeaux at emily.cordeaux[at]mail.utoronto.ca.

Executive

The IHPME GSU Executive shall oversee the functioning of the IHPME GSU, ensuring that initiatives align with the Objectives of the organization.

President

To act as the official representative of IHPME GSU and undertake all duties assigned by IHPME GSU and chair meetings of the IHPME GSU or Executive. The president requires an additional year commitment to serve as counsel for the incumbent president.

Vice-President

To assist the president in duties assigned by the IHPME GSU in manners deemed appropriate by the president or the Executive. Shall assume the responsibilities of the president in the president's absence or in the event that the president's position is vacated without replacement. The vice-president shall also assume the duties of chair in the absence of the chairperson but retain all voting privileges.

- Monthly meetings with GSU council, weekly/bi-weekly meetings with president/exec team (~1hr each), other meetings/activities as they arise

Treasurer

To be responsible for the procurement and disbursement of funds of IHPME GSU. A year-end financial statement shall be submitted to the incoming Treasurer, and an interim financial statement shall be submitted to the Executive quarterly at Executive meetings. The Treasurer shall also guide the budgetary process from year to year and is responsible for submitting applications for head grants on a yearly basis.

- Bi-weekly meetings with the executive team
- Meetings with coordinators and representatives as necessary to determine budgets for events/initiatives

Secretary

To record minutes of all Executive and general council meetings and to distribute them for the review of IHPME GSU general council members. The Secretary shall also preside over IHPME GSU meetings in order to facilitate the efficient working of the council, prepare and distribute agendas and notify the Executive of upcoming meetings for widespread dissemination.

Communications Lead

To be responsible for all communications through various electronic channels including the website, Facebook, Twitter, and other methods as necessary. This includes regular maintenance and updating of the website.

Coordinators & Chairs

Coordinators and Chairs are responsible for coordinating and managing events, resources, and initiatives for the IHPME GSU membership.

Scholarly Events Coordinators (x3)

will be responsible for coordinating academic and networking events for IHPME GSU. Will collaborate with the Health Policy Rounds and Student Rounds Coordinators and/or other events and initiatives. The primary role will be to engage academics and IHPME alumni to participate in IHPME GSU scholarly events.

Social Activities Coordinator

Will be responsible for coordinating social and networking events for the IHPME GSU. The primary role will be to plan social events for IHPME Students.

Health and Wellness Coordinator

Responsible for liaising with IHPME, other University of Toronto bodies and those outside of the university to organize and promote activities focused on the health and wellness of the IHPME student body.

Alumni Mentorship Coordinators (x2)

Responsible for organizing mentorship, networking, and other initiatives by liaising with the Society of Graduates. Will liaise with the Society of Graduates and attend the alumni association's meetings as required to promote student and alumni issues at the alumni association's meetings.

- Heavy hours in Fall semester (30-40 hours in October and November) to confirm interest and match students and mentors.
- Otherwise, 7 hours per month on average, including hour long IHPME GSU meetings, meetings with co-lead, checking on mentees/mentors about their experience as needed, etc
 - Alumni fireside chat takes 15 hours total: finding alumni candidate, email correspondences with candidate, assisting with advertisement, coming up with facilitating questions, etc.

Peer Mentorship Coordinator

Responsible for coordinating the GSU Peer Mentorship Program, match mentees and mentors at the beginning of the academic year and hold social events for mentors and mentees.

Research & Impact Day Co-Chairs (x2)

Responsible for the overall planning and execution of IHPME's Research & Impact Day in Spring. This flagship event entails inviting a keynote speaker, panelists, developing a theme, developing an organizing committee, working closely with administrative staff of the IHPME.

Incoming Research & Impact Chair (x1)

The incoming Research & Impact Day Chair will play a pivotal role in organizing next year's conference, overseeing all aspects of planning and execution. This position is tailored for learning from the current co-chairs.

Program Representatives

Program Representatives serve as representatives to the IHPME GSU from various IHPME academic programs and student initiatives and are responsible for bi-lateral communication between the two groups.

- In addition to monthly IHPME GSU meetings, these roles will often have meetings with their program administration or the other student representatives of that program.

Health Services Research MSc-PhD Emphasis Representative

This individual will be a representative chosen from the MSc/PhD stream. Will liaise with students from their stream and will represent their interests at the monthly General Council meetings. Will attend Department of IHPME MSc/PhD Program Advisory Committee meetings to ensure and promote student representation in MSc/PhD Program Advisory Committee matters. Will relate IHPME GSU matters to colleagues as needed for input.

Executive MHI (eMHI) representative

This individual will be a representative chosen from the eMHI professional stream. Will liaise with eMHI students and represent their interests at the monthly General Council meetings. Will liaise with the eMHI representative on the Department of IHPME eMHI Program Advisory Committee and will communicate eMHI Program Advisory Committee matters back to the IHPME GSU Executive. Will relate IHPME GSU matters to the eMHI class as needed for input.

Year One IHPME Master of Health Science in Health Administration (MHSc) Representative

This individual will be a representative chosen from the Year One of the MHSc professional stream. Will liaise with year one and will represent their interests at the monthly General Council meetings. Will relate IHPME GSU matters to the class as needed for input.

Year Two IHPME MHSc Representative

This individual will be a representative chosen from the Year Two of the MHSc professional stream. Will liaise with year two and will represent their interests at the monthly General Council meetings. Will attend Department of IHPME MHSc Program Advisory Committee meetings to ensure and promote student representation in MHSc Program Advisory Committee matters. Will relate IHPME GSU matters to the class as needed for input.

Quality Improvement and Patient Safety (QIPS) Representative

This individual will be a representative chosen from the QIPS professional stream. Will liaise with QIPS students and represent their interests at the monthly General Council meetings. Will relate IHPME GSU matters to the QIPS class as needed for input.

System Leadership and Innovation (SLI) Representative

This individual will be a representative chosen from the SLI professional stream. Will liaise with SLI students and represent their interests at the monthly General Council meetings. Will relate IHPME GSU matters to the SLI class as needed for input.

Clinical Epidemiology and Health Care Research (Clin Epi) Representative

This individual will be a representative chosen from the Clin Epi research stream. Will liaise with Clin Epi students and represent their interests at the monthly General Council meetings. Will relate IHPME GSU matters to the Clin Epi class as needed for input.

Health Professions Education Research (HPER) Representative

This individual will be a representative chosen from the HPER research stream. Will liaise with HPER students and represent their interests at the monthly General Council meetings. Will relate IHPME GSU matters to the HPER class as needed for input.

Emerging Leaders for Sustainability in Healthcare (ELESH) Representative

This individual will be a representative elected by ELESH and appointed to the GSU. Responsible for liaising between ELESH and IHPME GSU and coordinating or collaborating on initiatives related to sustainability for the IHPME GSU.

Council Representatives

Council Representatives serve as the voice of the IHPME GSU on external councils and committees and are responsible for bi-lateral communication between the two groups.

University of Toronto Graduate Students' Union (UTGSU) Representatives (x3)

These individuals will act as the primary liaison between the University of Toronto's GSU and the IHPME GSU. Will attend monthly meetings and attend to any business arising from such meetings. Will report at monthly meetings to the IHPME GSU on business arising from the UTGSU. Will also represent the IHPME GSU's interests at the UTGSU level. Should this position not be filled, the duties of the GSU representative can be rotated amongst the Executive to ensure IHPME representation at the UTGSU.

- Monthly UTGSU meetings (generally split between reps), participation in additional subcommittees as relevant, need to complete UTGSU training.

Curriculum Committee Representative (x3)

These individuals will attend IHPME curriculum committee meetings to ensure and promote student representation in curriculum committee matters.

Dalla Lana School of Public Health (DLSPH) School Council Representatives (2x PhD, 2x MSc, 2x MHSc/MHI)

Responsible for representing the interests of the IHPME student body on matters brought to the DLSPH School Council. Responsibilities of the DLSPH School Council are as outlined in the DLSPH School Constitution

(<https://www.dlsph.utoronto.ca/about/school-council/>).

- 3 school council meetings annually (one per semester), approximately 2 hours duration

Executive Committee Representatives (x3)

Responsible for representing the interests of the IHPME student body on matters brought to the DLSPH School Council Executive Committee. Responsibilities of the Executive Committee are as outlined in the DLSPH School By-Laws

(<https://www.dlsph.utoronto.ca/about/school-council/>).

Education Committee Representatives (x3)

Responsible for representing the interests of the IHPME student body on matters brought to the DLSPH School Council Education Committee. Representation should include members from doctoral, doctoral-stream masters, and professional-stream masters programs, where possible. Responsibilities of the Education Committee are as outlined in the DLSPH School By-Laws

(<https://www.dlsph.utoronto.ca/about/school-council/>).