

## **Current SSA Positions and Responsibilities 2019-2020:**

**\*Note new adds for approval this semester**

### **1. Executive Committee (EC) Student Representatives**

The program's students shall elect at least 3 students, or one elected student representative per fifty students enrolled in the program, whichever is larger, with at least half (or the whole number less than half in the case of an odd number of representatives) of them coming from years 1-4. The duties of the EC Student Representatives shall include but not be limited to:

- a. Representing student perspectives and concerns to the Executive Committee and Executive Officer of the Sociology Doctoral Program, and working to relieve these concerns;
- b. Reporting back to the student body via the SSA Board the proceedings and pertinent decisions of the program's Executive Committee;
- c. Scheduling and chairing SSA Board meetings during the academic year;
- d. Organizing and hosting SSA social and networking events; and
- e. Serving as a primary liaison of the SSA in all communications with outside persons, organizations, or agencies, including but not limited to the Graduate Center community.

### **2. Awards and Admissions (A&A) Committee Student Representatives - adjusted**

The program's students shall elect 3 students. The duties of the A&A Student Representatives shall include but not be limited to:

- a. Representing student concerns in matters related to admission of new students and distribution of funding upon entrance to the program and throughout one's time;
- b. Reporting back to the student body via the SSA Board on the proceedings and pertinent decisions of the A&A Committee;
- c. **Coordinate Open Day for Admitted Students and other related events;**
- d. **Coordinate Open House for Prospective Students and other related events;**

### **3. Curriculum and Examinations (C&E) Committee Student Representatives – adjusted**

The program's students shall elect 4 students. The duties of the Curriculum and Examinations Committee Student Representatives shall include but not be limited to:

- a. Representing student interests in matters related to curriculum concerns, the exams, professional development, faculty evaluations, and other similar issues as they arise;
- b. **Develop, conduct, and administer surveys and data collection on student issues related to courses, the exams, and requirements as necessary;**
- c. Reporting back to the student body via the SSA Board the proceedings and pertinent decisions of the C&E Committee;
- d. Acting as primary liaison to the SSA for teaching and professional organizations, including but not limited to the Adjunct Project, and the GC Teaching & Learning Center;

### **4. Governance and Elections Committee Student Representatives**

The program's students shall elect 2 students. The duties of the Governance and Elections Committee Student Representatives shall include but not be limited to:

- a. Representing student concerns on the program Elections Committee whose purpose is to set the policies and procedures for the election of faculty to the standing committee, and the election and appointment of faculty and students to ad hoc committees and working groups;
- b. Reporting to the student body via SSA the proceedings of the Election Committee;
- c. Ensuring that faculty on a committee should never outnumber the students by a more than 4:1 ratio; if the ratio is not met more student representatives should be added as need be;
- d. Representing student concerns on the program Governance Committee whose purpose is to annually review the program's governance document and the student handbook;
- e. Report findings from the Governance annual review conducted by the program's Governance Committee to the student body via the SSA Board;
- f. Ensuring compliance with GSUC and Graduate Council bylaws on the election of student representatives to standing program committees and the Graduate Council; and
- g. Managing and supervising elections of SSA Board Members along with the Chair for Communications.

### **5. Faculty Membership Committee (FMC) Student Representatives – adjusted**

The program's students shall elect 2 students. The duties of the FMC Student Representatives shall include but not be limited to:

- a. Representing student concerns in matters related to (but not limited to) faculty hires, appointments, and promotions;
- b. Reporting back to the student body via the SSA Board the proceedings of the Faculty Membership Committee; and
- c. Serving as a secondary liaison of the SSA in communications with the Executive Officer, and outside persons, organizations, or agencies, including but not limited to the Graduate Center community.
- d. [Serving as an additional resource for students to consult for support completing the dissertation proposal process.](#)

### **6. Colloquium and Events Representative**

The program's students shall elect 2 students. The duties of Colloquium Committee Student Representatives shall include but not be limited to:

- a. Soliciting student input on colloquia speakers and topics;
- b. Representing these student interests to faculty when helping to select colloquia speakers for the year;
- c. Coordinating with the program EO and/or APO as well as the faculty committee members in organizing the colloquia; and
- d. Distributing information on and attending colloquia.
- e. [Advocating to the program for student funding and funding assistance as well as professional development workshops and guest speakers, and informing students of upcoming funding and professional development opportunities; and](#)
- f. [Organizing and managing SSA events at professional conferences upon request by the student body.](#)
- g. [Coordinate Open Day for Admitted Students and other related events;](#)
- h. [Coordinate Open House for Prospective Students and other related events;](#)

### **7. Communications/Program Website Committee Representatives - combined**

The program's students shall elect 2 students. The duties of the Program Website Committee Student Representatives shall include but not be limited to:

- a. Working with the program's Program Website Committee to ensure that the Sociology program website is maintained and updated; and
- b. Working with the program's Program Website Committee to secure funding for a student to maintain websites.
- c. Managing and updating the SSA website;
- d. Managing student listserv users;
- e. Managing the SSA GC email account (ssa@gc.cuny.edu);
- f. Managing the SSA Gmail account and Google Drive (gcsoc.ssa@gmail.com);
- g. Managing the SSA Board listserv;
- h. Collecting reports from student representatives on program standing and ad hoc committees;
- i. Maintaining attendance records of SSA meetings;
- j. Calculating quorum at the beginning of each SSA meeting;
- k. Keeping records of and distributing minutes and notes from SSA Board meetings;
- l. Managing the SSA Elections along with the Governance and Elections Committee Student Representatives;
- m. Acting as the chief archivist for the SSA; and
- n. Acting as the primary distributor of information to students.

### **8. Dissertation Proposal Support Council Representatives**

The program's students shall elect 2 students. The duties of the Dissertation Proposal Support Council Student Representatives shall include but not be limited to:

- a. Serving as an additional resource for students to consult for support completing the dissertation proposal process; and
- b. Providing feedback on dissertation proposals.

### **9. DSC Program Representatives**

The program's students shall elect Program Representatives to the Doctoral Student's Council depending on enrollment. In accordance with the DSC Constitution, for each program, there is up to one Program Representative seat for the first 100 students or part thereof and one Program Representative seat for each additional 100 students or part thereof as of March 1. The duties of the DSC Program Representatives shall include but not be limited to:

- a. Acting as primary liaison to the SSA in all DSC-related matters;
- b. Voting on various measures at the DSC in the interest of all Sociology students;
- c. Reporting back to the student body via the SSA Board on the proceedings and pertinent decisions of the DSC;
- d. Keeping and maintaining any and all financial records of the SSA;
- e. Preparing preliminary annual budgets for the SSA;
- f. Managing all SSA monies; and
- g. Coordinating with Chair for Alumni-Engagement and Fundraising.

### **10. Graduate Council Representatives**

The program's students shall elect 2 students. The duties of the Graduate Council Representatives shall include but not be limited to:

- a. Acting as informational conduits between Grad Council and the SSA;
- b. Acting as primary liaison to the SSA in all Graduate Council related matters;
- c. Voting on various measures at Graduate Council in the interest of all Sociology students; and
- d. Reporting back to the student body via the SSA Board on the proceedings and pertinent decisions of the Graduate Council.

### **11. Chair for Alumni-Engagement and Fundraising**

The program's students shall elect 1 Chair for Alumni-Engagement and Fundraising. The duties of the Chair for Alumni-Engagement and Fundraising shall include but not be limited to:

- a. Liaising with the Doctoral Students' Council's Alumni-Engagement and Fundraising Commission (AFC) Coordinator in order to engage Sociology program alumni;
- b. Organizing fundraising for the direct benefit of the SSA and Sociology program students;
- c. Coordinating with the Sociology Doctoral Students' Council Program Representatives regarding the use and reimbursement of Doctoral Student Council Program allocations.

### **12. First Year Representative**

The program's first year cohort shall elect 1 student. The duties of the First Year Representative shall include but not be limited to:

- a. Representing the interests and concerns of the first year cohort to the SSA Board; and
- b. Encouraging first year students to become involved with SSA and program activities.