

HSGSA Terms of Reference

Updated April 2024

Introduction

The Terms of Reference (ToR) summarizes the purpose, structure, roles, responsibilities, as well as expectations of the Health Sciences Graduate Student Association (HSGSA).

Club Name

Health Sciences Graduate Student Association (HSGSA)

Purpose and Objectives

- a. To serve as a representative body for the graduate students within the Faculty of Health Sciences (FHS).
- b. Provide opportunities for students to engage and connect with each other through events hosted by the HSGSA.
- c. Provide students with the tools and resources to foster personal development, leadership skills, and a sense of community.

Governance Structure

- a. HSGSA is a “club” recognized by the McMaster Graduate Student Association, and as such, abides by the [Operating Policy – GSA Clubs](#).
- b. General Membership: All graduate students enrolled within an FHS, or FHS affiliated, graduate program at McMaster University are eligible for membership and have the right to participate in all HSGSA events, general assembly meetings, and vote during HSGSA elections.
- c. Executive Committee: The club is led by the executive committee consisting of two Co-Presidents, and no more than two each of Vice Presidents of Internal Affairs, Vice Presidents of External Affairs, Vice Presidents of Marketing, and Secretaries.
- d. The Executive Committee, including the Co-Presidents, are selected by an annual election of the General Membership, in accordance with the GSA Operating Policy.
- e. Advisor: The club may consult the Vice Dean of FHS, Associate Dean (VD/AD) of Graduate Studies (Health Sciences) for guidance and support. In the case that the Faculty of Health Sciences provides financial support to HSGSA, the VD/AD is consulted and approves the FHS portion of the HSGSA budget.

Roles and Responsibilities

Co-Presidents: Leaders of HSGSA and elected representatives of the FHS graduate student body. Oversee all club related affairs, moderate club meetings and represent the club externally. Appointed as student representatives to Graduate Council and the Faculty of Health Sciences Graduate Policy and Curriculum Committee. Liaison to the VD/AD of Graduate Studies on behalf FHS graduate students.

Vice Presidents of Internal Affairs: Hold charge of internal operations of graduate student assembly. Coordinates hosting of events run by HSGSA.

Vice Presidents of External Affairs: Hold charge of external operations of graduate student assembly. Collaborates with other clubs/people/organizations to host events for FHS graduate students.

Vice Presidents of Marketing: Develops and implements a cohesive marketing plan to increase club awareness and outreach. Marketing of events hosted by HSGSA to the Faculty through social media.

Secretaries: To record and maintain public minutes and attendance of the HSGSA meetings. To plan and book monthly HSGSA meetings.

Meetings

General executive meetings shall be held in a hybrid virtual/in-person format monthly. Agendas and meeting minutes shall be provided to members in advance.

Finances

All club expenditures shall operate within the allocated budget provided by the FHS and the GSA. All transactions will remain transparent and documented for review as appropriate.

Amendments

The executive committee will review and make amendments to the ToR as necessary with the approval of executive committee in accordance with the club's constitution.