

QCNR GSC head

The QCNR GSC head is in charge of making sure that the council is doing its' job, fostering cooperation between undergraduates and graduate students as well as working as a liaison between graduate students and college/university leadership. The workload depends on what needs to be done. Overall, if all the positions are filled and they do their work properly the biggest time commitment is the attendance of GSC, college and university meetings (each once a month) followed by the planning of the undergrad-grad ecolunch. On average the job takes about 10 hours a month. A college GSC head might be asked to review the USU Robin's Award Graduate Instructor and Graduate Researcher applications as well as the Graduate Enhancement Award applications. However, it is up to the person to decide whether he/she want to do that.

Responsibilities:

1. Once a month organize QCNR GSC meetings.

Topics to discuss:

- Organization of upcoming events and/or feedback from events that occurred
 - Department updates announced by department representatives
 - College updates announced by you (from QCNR leadership meetings)
 - University updates announced by you (from meetings with the Graduate Studies Senator)
 - Any special topics, e.g., any changes, updates or applications for the Medical Emergency Fund; organize a meeting with the Graduate Studies senator or representative from USUSA to talk about what they're doing, give university level updates affecting students, answer questions about fees, tuition etc.; if you participated in the evaluation of any of the awards, explain the process and describe what was discussed; anything else that comes to mind.
2. Update the QCNR GSC website, including this information. The person to contact is in the Dean's office currently it is Brian (cnrdeanshelp@usu.edu).
 3. Update the GSC board on the second floor in the NR atrium.
 4. Attend QCNR leadership meetings (the Dean announces these via email)
 5. Attend meetings with the Graduate Studies Senator. Normally the senator should contact you about these meetings. However, if you haven't heard anything till October, find out who the senator is and contact her/him. The Graduate Studies Senator is supposed to represent all graduate students on campus and is involved in many university level discussions.
 6. Keep track that every event is being organized and every person can fulfill their responsibilities. If there is nobody to organize an event or fill a position, it is your responsibility to find people to do it or do it yourself.

Events:

- Ecolunch (make sure to inform the people organizing it that they have to have p-card training and need to contact Geno Schupp)
 - Pig Roast (September of each year)
 - Winter Social (Jan or Feb of each year)
 - Empty Bowls (during QCNR week)
 - Medical Emergency Fund (make sure the liaison is in touch with the people at USU Student Health and Wellness)
7. Organize one ecolunch with undergraduate organization representatives from all Ecology Center (EC) departments – WILD, WATS, ENVS, GEOL, BIOL, PSC as well as USU's Sustainability Club and any other club that's interests coincided with the interests of EC students. You can ask the Ecolunch coordinators for help to do this. In this meeting the representatives give a brief description of what their organization is doing and what help or input they would want from graduate students. My biggest problem was to find the contact information for all these organizations. For QCNR clubs most contact information is available through <https://qcnr.usu.edu/undergraduates/organizations/clubs>. For other departments the information is available under Students-> Clubs. However, you should ask staff assistants for any additional club information or the updated contact information.
8. Once a year announce QCNR GSC elections. The positions to be filled are:
- QCNR GSC head (often the hardest position to fill)
 - Ecolunch organizers (1 for Fall and 1 for Spring; the same person can do both)
 - QCNR department representatives (WILD, WATS, ENVS)
 - Pig Roast organizer/s
 - Winter Social organizer/s
 - Empty Bowls organizer/s
 - Medical Emergency Fund liaison
 - Social event contact person (organizes bi-weekly or monthly gatherings)
 - Anything else that is needed