

Thank you for your interest in serving as a GSA Committee Representative!

This letter outlines the process for appointing and confirming applicants, and lists the duties of committee representatives.

After receiving applications for a given committee representative position, the GSA Executive Committee will evaluate the applications and vote for one representative to serve on the open committee. This appointment process can take up to two weeks, since the officers meet once every two weeks. If appointed, your term would begin immediately, on an interim basis pending confirmation of the appointment by the GSA Assembly, and last until August 31 following the date of appointment (except for the Student Fee Advisory Committee). After you are appointed, the GSA Assembly must then vote to confirm your appointment at the next Assembly meeting. Assembly meetings occur once per month during Fall, Winter, and Spring quarters.

Appointments to GSA Committee Representative positions may be renewed. You can also serve on multiple committees simultaneously, if you choose.

If you are not appointed to a committee, you may reapply for another committee; for example, it might be the case that the committee you applied for already has a representative on it.

The **duties** of GSA Committee Representatives are listed below:

- Attend all meetings of the bodies on which you represent the GSA
- Solicit input and advice from the GSA VP Committees & Planning (VPCP), the Executive Committee, and the GSA Assembly regularly
- Inform the bodies on which you serve of positions on relevant issues taken by the GSA (if you do not know the GSA stance on relevant issues, ask the VPCP for help)
- Report to the VPCP on a monthly basis, and also if an important issue of a time-sensitive nature comes up in a body on which you serve
- Submit a written report at the end of each quarter to the VPCP summarizing the activities and accomplishments of each body on which you serve, including any recommendations for the GSA Assembly, as well as the total number of hours you served that quarter
- Keep track of how many hours you spend on the committee, including time preparing for meetings and typing reports

The GSA pays a quarterly stipend to committee representatives after the representative delivers the quarterly report. The GSA Assembly may require representatives to submit supplemental documentation to verify the time spent on the business of each body. Stipends shall be paid within thirty days of the receipt of the report and the end of the quarter.

Stipends for each quarter are determined by the following guidelines:

- Under 6 hours: \$50
- 6-9 hours: \$75
- 9-12 hours: \$100
- 12-15 hours: \$125
- 15-18 hours: \$150
- 18-21 hours: \$175
- Over 21 hours: \$200