Terms of Reference: Graduate Leadership Council

Vision

The Graduate Leadership Council (GLC) envisions a common goal for community outreach. The GLC bridges the gap between senior professionals from industry with graduate students, which will assist in jump-starting a career in the water sector. The council works in tandem with the Ontario Water Consortium to develop the next generation of professionals for protecting both the quantity and quality of water sources in Ontario. Following these guidelines, the council aims to follow current trends in water treatment technologies, policies, and culture for solving global water issues with the people of Ontario.

Mission

The mission of OWC:GLC is to organize events and activities to engage the community and to provide professional development opportunities. Building relationships through interaction; and creating opportunities for branding the ideas and innovation in academia and industries in Ontario.

Core Activities

Add the events and activities of the council

Members

> ~8+ members
> create a sub-committee of members (persons who won't be running for a particular role) to hold elections. Need a chair - likely VP. Hold elections end of september/early oct. Talk to OWC about how to decide who will be on the council. Internal voting
> Election is conducted in two stages (elect president and VP first, then elect the rest of the committee member positions)
> Open all positions for the vote (any new members or existing members can apply for any positions during the election)
> Members must be graduate students from member institutions
> Only graduate students from LII institutions are eligible to participate on the council
> Each LII institution may nominate up to 2 graduate students to apply for positions on the council
> A nomination from a LII member institution does not guarantee a position on the council
> In instances where eligible students are unavailable/limited, exceptions may be made for exemplary students to join the council outside of the eligibility requirements (this will be decided based on the discretion of OWC and on a case-by-case basis)

Roles

Past President:

> PhD Student from member institution
> Length of term is 1-year
> Responsible for guiding the newly established president(s)
> Transfer knowledge for preparing agenda's, meetings and event planning
> Involvement for past president(s) is limited in duties for meetings and events
> Provide general assistance for transitioning the new president into an autonomous role

President:
> PhD Student from member institution
> Length of term is 1-year. Can put name in election for a second term.
> Oversees the operation of the council
> Prepares an agenda and leads council meetings
> Leads event planning and preparation
> Attends as many council events and activities as possible

> A president will return for one year to help the VP adjust to the new position. Possibly call the role Chief Returning Officer

Vice-President:

> PhD Student from member institution
> Length of term is 1-year
> Attends all council meetings
> Helps with the planning and preparation of all events and activities
> Attends as many council events and activities as possible
> Leads council meetings when the president is not available to attend
> Takes meeting minutes at council meetings when the secretary is not available to attend

> Chair the election sub-committee

Secretary:

> PhD or master's student from member institution
> Length of term is 1-year
> Takes meeting minutes at every council meeting
> Distributes meeting minutes to council members
> Keeps track of event roles and ensures all members know role

Outreach:

> PhD or master's student from member institution

- › Length of term is 1-year
- › May be 1 – 2 members
- › Responsible for connecting with companies, municipalities, institutions, and organizations
  - o For planning and organizing events (e.g., Collision Days)
  - o Finding speakers/interviewees (e.g., for Podcast/Webcast)
  - o Act as the primary contact(s) between the council and professional(s)

Treasurer:

- › PhD or master's student from member institution
- › Length of term is 1-year
- › May be 1 – 2 members
- › Responsible for contacting companies, municipalities, institutions, and organizations to obtain corporate sponsors for events (e.g., Collision Days)
- › Manage the finances for the council
  - o Manage a budget
  - o Collect and submit expense reports

Communications Team:

- › PhD or master's student from member institution
- › Length of term is 1-year
- › As many members as needed
- › Responsible for acting as a communication team member including:
  - o Lead communications initiatives (e.g. a newsletter, blog, etc.)
  - o Passing information to OWC communications director (Taryn) including social media posts as needed
  - o Create promotional materials for GLC events and news
  - o Encourage student participation and involvement in council activities and events

Time Commitment

General:

- › Council members should be prepared to allocate at least 2-3 hours per week to the council, with flexibility to dedicate more time on occasion (based on council needs)

- › Advertise council activities, events, and news to member institutions
- › Attend at least 70% of GLC meetings.

Meetings:

- › Council meetings should occur as needed (at least once per month)and run for a minimum of 1 hour depending on the needs of the council

› The active council will be responsible for scheduling meetings; determining a day/time that best suits everyone and a virtual meeting platform that is accessible to everyone (e.g., Zoom, Teams)

› It is the responsibility of each council member to inform the group if one cannot attend a meeting. If possible provide updates to the GLC President prior to meeting.

› Provide agenda items, including time needed for discussion, to the President ahead of the meeting

› Members arrive at meeting having reviewed agenda items and prepared to discuss items.

› Decisions made by majority vote so long as at least 70% of members are present at the vote.