

1 PURPOSE AND SCOPE

The Graduate Student and Postdoc Society (GAPS) is a society comprising graduate students (“grads”) and postdoctoral fellows (“postdocs”) at TRIUMF with the mission to:

1. Represent the interests and administrative needs of grads and postdocs present at TRIUMF, both residents as well as short- and long-term visitors (Advocacy);
2. Foster a sense of community (Social);
3. Advocate for the health, safety, and well-being of grads and postdocs (EDI); and
4. Provide grads and postdocs opportunities for academic and professional development (PD).

GAPS functions under the authority of the Head, Education and Student Programs.

2 REFERENCE DOCUMENT

GAPS – Activities and Procedures (Document-181902)

Graduate Student Program (Document-169622)

Graduate Student Program – Hiring and Remuneration Procedures (Document-171510)

Postdoctoral Fellows and Research Associates Program (Document-241809)

3 ORGANIZATIONAL RELATIONSHIP

GAPS is part of the Education and Student Programs Office within the TRIUMF Communications and Engagement Division. The GAPS Liaison, defined in Section 4, will attend committee meetings and reports to the Head, Education and Student Programs.

4 MEMBERSHIP

The GAPS membership consists of Committee Members, Regular Members, and a GAPS Liaison.

Committee Members:

The committee consists of volunteers who must be either graduate students (see Document-169622) or postdocs who spend the majority of their time at TRIUMF. The role of Committee Members is to carry out the tasks outlined in Section 5 (Mandate).

Regular Members:

All grads and postdocs residing or employed at TRIUMF, or who perform work at TRIUMF, are considered Regular Members. This includes everyone who falls under the Postdoctoral Fellows & Research Associates Program (see Document-241809) and the Graduate Student Program (see Document-171510). Membership is free and grants the individual access to all GAPS activities.

GAPS Liaison:

The GAPS Liaison is a TRIUMF staff member who provides oversight and advice to the committee through individual meetings or attendance at committee meetings at least once per quarter. The GAPS Liaison will meet with the Head, Education and Student Programs Office regularly, and with TRIUMF's Executive Director, Chief of Staff, and Director, Human Resources, separately or in concert, upon mutual agreement. This role is held by a TRIUMF staff member and is appointed by the TRIUMF Executive Director, in consultation with the committee.

5 MANDATE OF THE GAPS COMMITTEE

The committee is mandated to act on behalf of GAPS with the TRIUMF Leadership Team.

The committee is charged with the following tasks:

1. Act as an advocate for grads and postdocs to the TRIUMF Leadership Team (LT), primarily through meetings with the GAPS Liaison and through direct interaction with members of the LT.
2. Organize professional and academic development events geared towards grads and postdocs;
3. Host social opportunities for grads and postdocs to provide an active forum for networking and community development; and
4. Prepare an annual budget proposal for the upcoming fiscal year to be presented to the Head, Education and Student Programs, each year as required.

6 ORGANIZATION OF THE COMMITTEE**Meeting Requirements:**

The committee meets weekly. Additional meetings may be held at the call of the committee Chair.

All members of the committee are expected to regularly attend meetings and participate actively in the committee and in the organization of different activities, either as the primary organizer or by assisting where needed. It is expected that members will voluntarily take lead roles in organizing initiatives to evenly distribute the workload. For the planning of new activities, the lead organizer should be a volunteer or selected from the committee based on who is most interested in the initiative or event to be planned.

All new committee members should familiarize themselves with these Terms of Reference.

Structure and Terms:

The committee has six elected positions and six appointed positions, whose duties are outlined in subsections 6.1 and 6.2, respectively. Within the committee there may be additional *ex officio* positions as outlined in the procedures document (see Document-181902).

Each elected position is held for a term of six months. Elected positions can be held for three consecutive terms, and priority is given to Chairs who would like to remain in their position for a second six-month term. A third term may be added only if no other viable candidates are able to stand for election. The Chair makes a call for nominations for these elected positions at least two weeks in advance of the election. Candidates must be members of the committee at the time of the election, as defined below. Elections typically occur in February/March and August/September. Regular Members may vote if they attend the election, and all Regular Members who are present at the election have equal voting privileges, but in the event of a tie, the Chair will cast the deciding vote. Outgoing Chairs are expected to remain available for at least two weeks post-election, continuing to attend committee meetings and actively helping their respective incoming Chairs transition to their new roles.

The appointed positions do not require a formal election and are appointed by the GAPS committee members. There is no specified term or term limit for the appointed positions, though the role should be filled for more than 3 months by a single member.

Each Committee Member may only hold one concurrent elected position. Committee Members may hold one elected position concurrently with one appointed position, if desired.

Joining the Committee:

Prospective members must attend at least two committee meetings and read and agree to the Terms of Reference and Procedures documents before being considered a member of the committee.

6.1 Elected Positions

Chair:

To qualify for the Chair position, a member of the Committee must have been the primary organizer for at least one initiative and have been a member of the Committee for at least six months. The position of Chair shall have a term limit of 12 consecutive months to ensure diversity in leadership.

The Chair's duties include the following:

- Calling all meetings or delegating the responsibility to another Committee Member;
- Setting agendas for and running all meetings or delegating the responsibility;
- As required, appointing alternates to fulfil committee roles;
- Casting deciding vote in any tie;
- Acting as the official representative of the committee to the TRIUMF Leadership Team and TRIUMF as a whole;
- Meeting at least annually with the TRIUMF Executive Director;
- Onboarding new Committee members; and
- Maintaining this document and the Activities and Procedures Document-181902.

Optionally, based on an agreement between Chair nominees, the committee can choose to divide the Chair position into two Co-Chair positions. In this scenario, one of the Co-Chairs is also responsible for duties related to the Vice-Chair HR (see below). This Co-Chair decision should be made by the committee and the outgoing Chair, who will act as the Election Official.

Vice-Chair (Advocacy):

The Vice-Chair (Advocacy) is responsible for representing Regular Members' interests and collecting feedback from the community, as well as the following:

- Responding to emails and communicating with members;
- Collecting and maintaining survey data and public opinion about issues and priorities of Regular Members;
- Reporting to Advisory Committee on TRIUMF meetings regarding identified issues and priorities of Regular Members; and
- Advocating Regular Members' priorities to the TRIUMF Leadership Team to address.

Vice-Chair (HR) (if no Co-Chair):

The Vice-Chair (HR) is responsible for carrying forward advocacy issues specifically related to human resources (HR) at TRIUMF, including the following:

- Liaising with Vice-Chair (Advocacy) to bring Regular Members' priorities to HR;
- Advising HR on GAPS Regular Member related issues; and
- Meeting quarterly with the HR Director.

Vice-Chair (Social):

The Vice-Chair (Social) is responsible for organizing recurring social activities and the social calendar to foster a sense of community among GAPS members.

Vice-Chair (Professional Development):

The Vice-Chair (PD) is responsible for organizing the professional development (PD) calendar, including the following:

- Maintaining PD event ideas;
- Maintaining and establishing relations with PD facilitators for future workshops; and
- Delegating primary organizers for PD events.

Treasurer:

The Treasurer is responsible for the GAPS budget, including the following:

- Preparing and submitting the annual budget request to the Head, Education and Student Programs office as required;
- Submitting expenses for reimbursement or assisting other members with their expense submissions; and
- Tracking annual expenses.

6.2 Appointed Positions

Vice-Chair (EDI):

The Vice-Chair (EDI) is an *ex officio* member of the GAPS Committee and is the chosen representative of the Early Career Employee Resource Group (ECS-ERG). The Vice-Chair (EDI) is responsible for the following:

- Advising the GAPS Committee on best practices regarding EDI for events and initiatives; and
- Attending or reviewing minutes for meetings of both the GAPS Committee and the EC ERG and relaying relevant information between these committees to ensure both committees are informed of initiatives organized.

Secretary:

The Secretary is responsible for taking and maintaining committee meeting minutes, and for keeping records of events and their attendance.

Website Maintainer:

The Website Maintainer is responsible for ensuring the GAPS website remains up to date and expanding the information or functionality as the GAPS Committee agrees.

Cookie Monster:

The Cookie Monster is responsible for coordinating the refreshments for the weekly GAPS Social Hour.

Coffee Warden:

The Coffee Warden is responsible for the maintenance, coffee bean purchasing, and payment collection of the GAPS coffee machine.

Social Media Manager:

The Social Media Manager is responsible for updating the GAPS social media outlets and coordinating any collaborations on social media involving the official GAPS account(s).

7 MEETINGS

The GAPS Committee will meet weekly and at other times as necessary as outlined in the procedures document. Meeting minutes will be taken and maintained by the Secretary and stored on the GAPS Sharepoint.

The minutes of the Committee will be made available to the GAPS Liaison and the Education and Student Programs Office.

There will be an annual general meeting of the membership for the purpose of communicating the committee's activities directly to GAPS members.

7 AMENDMENTS TO THIS DOCUMENT

Amendments to these Terms of Reference will be proposed by and voted on by Committee Members and approved by the Head, Education and Student Programs and the TRIUMF Executive Director.