



Graduate Student Council Steering Committee Manual

Governance Structure - Proposed Changes to GSC Roles (2020-2021)

Role	Description
<i>First Co-Chair</i>	interview steering committee applicants, serve as liaison to the EC and AAAL staff, FFAL voting member, serve on various committees, co-author AAALetter and GSC Newsletter, attend EC meeting in October, attend EC meetings throughout the rest of the year, attend EC meetings before the conference, attend AAAL conference and business meeting
<i>Second Co-Chair</i>	interview steering committee applicants, manage Teespring account, prepare meeting agendas, host monthly meetings on Zoom, co-author AAALetter and GSC Newsletter, organize annual design competition, add winning design to Teespring products, attend conference and business meeting
<i>Secretary</i>	maintains the meeting minutes and action items; manage emails of the AAAL GSC email account and direct emails to relevant members. Leads <i>the Diversity sub-committee</i> , serves as a non-voting Trustee at FFAL; leads or co-leads the planning of a conference event; assists other members on tasks as they arise.
<i>Member-at-large (social media)</i>	manages social media sites (Facebook page including messages, Twitter, Instagram, YouTube Channel etc.), blog, and website. Monthly blog posts and monthly YouTube channel videos. Publicizes items on social media; maintains clear communication with other members in GSC to ensure accurate and transparent social media images of the GSC events.
<i>Member-at-large (newsletter co-editor)</i>	serves as a co-editor for the fall and spring newsletters; <i>manages a sub-committee consisting of one individual. apprentices the other co-editor (will take over position the following year) and the sub-committee member (moves into the co-editor position and is apprenticed by the member-at-large newsletter co-editor)</i>
<i>Member-at-large (event planning)</i>	<i>organizes three events (afternoon panel, evening workshop, evening networking events) during the conference and manages two sub-committees for the events; works with the diversity sub-committee to organize an outreach event during the conference and plans the meet and greet at the</i>

	<i>conference; recruits a sub-committee in July to assist in planning, creating; hosts four webinars throughout the year while working with the member-at-large (social media) and social media sub-committee to publicize the events.</i>
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Procedure for Selecting Members of the GSC Steering Committee

We use an online voting system, similar to what is used by other graduate student councils at different organizations (such as AERA), to democratize the selection process of the Graduate Student Council Steering Committee. Therefore, members of AAAL who hold graduate student delineation would vote on the Steering Committee members (This delineation includes graduate students and recent graduates). Using a Google form or other online document, photos and biographies of the candidates would be posted, and the graduate students would be able to rank the preferences of their candidates. The timeline of the process is delineated in the table below. This new method for selecting GSC Steering Committee members will be initiated for the 2021-2022 year.

Task	Completion dates
Review governance structure and timeline for recruitment. Decide positions for which to recruit.	before January 10, 2021
Post call for applications (out for 3-4 weeks)	Mid January (Jan. 10) - Mid February (Feb 10)
Review applicants' information and select final list. (Review will be completed by current Steering committee and based on applicant experiences and connections to the responsibilities of the position applied)	Before February 15
Make Applicants info form and post voting campaign	February 20 - March 10

Notify new GSC Steering Committee members and verify their acceptance of the position	By March 15
Notify AALGrads community of the new GSC Steering Committee members	By March 20 (prior to the 2022 conference)

Procedures for Removing a Steering Committee Member

Current Standing Rule for Removing a Steering Committee Member

Any member of the steering committee who is not contributing to the efforts of the council in a satisfactory manner will be contacted by the Co-Chairs to improve his/her effort. If the steering committee member does not improve in his/her contributions, he/she will be asked by the Co-Chairs to step down from the committee. The Co-Chairs’ decision is final and will result in the open committee member position being filled through the application process outlined above.

Procedures for Removing a Steering Committee Member

1. If a member is not contributing to the efforts in a satisfactory manner, the Co-Chairs will send an email describing how the member is not contributing. In the email, the Co-Chairs will provide a description of the items that the member needs to complete as well as a timeline for completion. The Co-Chairs will ensure that the member has adequate time for completion of the items. Additionally, the Co-Chairs will utilize the current action item sheet for the items and will have the member “sign off” upon completion of the items.
2. If the member fails to complete the items by the agreed upon date, the Co-Chairs will have a virtual meeting with the member to discuss the incomplete items. The other Steering Committee members will be invited to the meeting so as to be included in the process. Additionally, the meeting will be recorded and the member will be made aware of the recording. The member will be provided with another timeline for completing action items that all will agree upon.
3. If the member still has not completed the action items, the Co-Chairs and the other members of the Steering Committee will meet to discuss further action. If the Co-Chairs and other Steering Committee members decide that removal is the best option, they will email the current President of AAAL and provide documentation of email correspondence with the member regarding their efforts, a list of the incomplete action items, and the recorded meeting for review. Upon approval



from the President of AAAL, the Co-Chairs and other GSC Steering Committee members will email the member to schedule another virtual meeting.

4. In the virtual meeting that will be attended by all members of the GSC Steering Committee, the Co-Chairs will present the incomplete items as well as any other aspects related to the member's efforts on the GSC Steering Committee. The Co-Chairs will then ask for the member to step down from their position. The virtual meeting will be recorded and stored.

5. Following the meeting, the Co-Chairs will craft an email to the member thanking them for their service and cc the current President of AAAL. Also, the Co-Chairs will send an email to the current President describing the meeting and include the recorded meeting in the email.

6. After the removal of the member, the GSC Steering Committee will follow the procedures for selecting a new GSC Steering Committee through a transparent process whereby all Steering Committee members will take part in the selection process. Upon selecting the new Steering Committee member, the Co-Chairs will confirm the new member with the current President of AAAL and AAAL business office.

Procedures for Removing a Sub-Committee Member

1. If a sub-committee member is not contributing to the efforts of the team (Diversity Sub-Committee, Events Planning Sub-Committees, Social Media Sub-Committee) in a satisfactory manner, the team leader will send an email describing how the member is not contributing to the GSC Steering Committee. In the email, the team leader will provide a description of the items that the member needs to complete as well as a timeline for completion. The GSC Steering Committee will provide feedback on the items and timeline. The team leader will ensure that the member has adequate time for completion of the items. Additionally, the team leader will utilize the current action item sheet for the items and will have the member "sign off" upon completion of the items. Following the email to the GSC Steering Committee and their input, the team leader will contact the sub-committee member with a list of the items to complete as well as the timeline for completion.

2. If the sub-committee member fails to complete the items by the agreed upon date, the team leader will have a virtual meeting with the sub-committee member to discuss the incomplete items. The other sub-committee members will be invited to the meeting so as to be included in the process. Additionally, the meeting will be recorded and the sub-committee member will be made aware of the recording. The sub-committee member will be provided with another timeline for completing action items that all will agree upon.



3. If the sub-committee member still has not completed the action items, the team leader and the other members of the sub-committee will meet to discuss further action. If the team leader and sub-committee members decide that removal is the best option, they will email the GSC Steering Committee and provide documentation of email correspondence with the sub-committee member regarding their efforts, a list of the incomplete action items, and the recorded meeting for review. Upon approval from the GSC Steering Committee (Co-Chairs), the team leader will email the member to schedule another virtual meeting.
4. In the virtual meeting that will be attended by the team leader and sub-committee members, the team leader will present the incomplete items as well as any other aspects related to the member's efforts on the sub-committee. The team leader will then ask for the sub-committee member to step down from their position. The virtual meeting will be recorded and stored.
5. Following the meeting, the team leader will craft an email to the member thanking them for their service and cc the current Co-Chairs. Also, the team leader will draft an email describing the meeting and include the recorded meeting to the Co-Chairs, which will then be forwarded to the current AAAL president by the Co-Chairs.
6. After the removal of the sub-committee member, the team leader as well as the sub-committee members will follow the procedures for selecting a new sub-committee member through a transparent process. Upon selecting the new sub-committee member, the GSC Steering Committee will be notified as well as the current President and AAAL business office.