

## **GSRC Oversight Committee (GSRCOC) Charter**

### ***Membership:***

Students

GSA Vice President of Internal Affairs

**Chair or Chair's designate of the Graduate Writing Center**

5 Graduate Students appointed by the **GSA Vice President of Internal Affairs in consultation with the GSRC coordinator** who represent a diversity of graduate programs (north and south campus, academic and professional, Master's and Doctoral students)

Non-Students

**Campus Wide Administrator**

2 Graduate Counselor representative

Career Center representative

Graduate Division representative

**Faculty representative**

**Alumni Association Representative**

GSRC Coordinator, ex-officio (non-voting)

**Graduate Writing Center Coordinator, ex-officio (non-voting)**

Committee Chair: The chair of the committee shall be the GSA Vice President of Internal Affairs or another graduate student member of the GSRC oversight committee whom the VPIA designates.

Quorum for the purpose of approving items shall be **7** voting members, of which **4** must be graduate student members.

### ***Committee Description:***

The GSRCOC shall uphold the vision, mission and values of the Graduate Student Resource Center. The committee will advise the GSRC coordinator on GSRC priorities, policies, goals, programs and other activities. It will meet a minimum of three times per quarter during the academic year.

### ***Scope of Authority:***

The operations and activities of the GSRC shall follow all UCLA and GSA policies.

1) *Annual Objectives* - The GSRCOC shall have authority to update and approve the objectives of the Center's Strategic Plan for the upcoming year, which shall be approved by the last meeting of the academic year. Changes to the vision, mission and values, however, may be recommended, but can only be changed upon the approval of the GSA Forum.

2) *GSRC Budget* - The GSRCOC shall have authority over the annual GSRC budget. The budget for the upcoming academic year must be approved by the last meeting of the academic year. Mid-year adjustments over 500 dollars must also be approved by a majority of a quorum.

3) *Programs and Honoraria* - Programs that clearly follow the GSRC annual objectives do not need to receive individual approval unless the GSRC funding portion exceeds 500

dollars. All honoraria over 200 dollars of the GSRC portion for any GSRC events or services must be approved by the GSROC.

4) *Co-Programming and Sponsorship* – All programs with University-affiliated partners that fall within the GSRC objectives shall not require approval by the GSRCOC unless the GSRC portion exceeds the financial criteria in number 3. All co-programming and sponsorship from external (non-University-affiliated) entities must be approved by the GSRCOC unless it is mentioned specifically in the annual objectives.

5) *Approval of Annual Budget and Objectives* - Approval of the annual GSRC budget and strategic plan objectives must be done at a regular meeting of the GSRCOC. Approval of other items, such as programs, honoraria, and sponsorship issues should be made at a regular GSRCOC meeting whenever possible, but may be done electronically when time constraints do not permit waiting until a regular meeting.

6) *The GSRC Coordinator* – The GSRC Coordinator is hired through UCLA Student Affairs, so UCLA Student Affairs retains all personnel authority over this employee. In the event that a new GSRC Coordinator needs to be hired, **an individual designated by the AVC Student and Campus Life** will coordinate the job search, and the GSRCOC shall constitute the search committee.

7) *Evaluation of the GSRC Coordinator* - The annual evaluation of the GSRC shall be done by the Student Affairs Student and Campus Life oversight representative in accordance with UCLA human resource policies. The GSRCOC members will be given the opportunity to give the Student Affairs Student and Campus Life oversight representative feedback on the coordinator in the evaluation process.

8) *Adhoc Advisory Committees* - The GSRCOC shall have the authority to create adhoc committees to serve in an advisory role (for instance an orientation committee, a programming committee, etc.). In order to form such committees, the GSRCOC must approve a brief description of purpose, scope, membership and duration. Any changes to an adhoc committee's purpose, scope, membership and duration must be approved by the GSRCOC.

9) All changes and amendments to the GSRCOC charter must be approved by the GSA Forum.

GSRCOC charter approved at the GSRCOC meeting, October 24, 2007.

To be presented for approval at the GSA Forum meeting, November 7th, 2007.