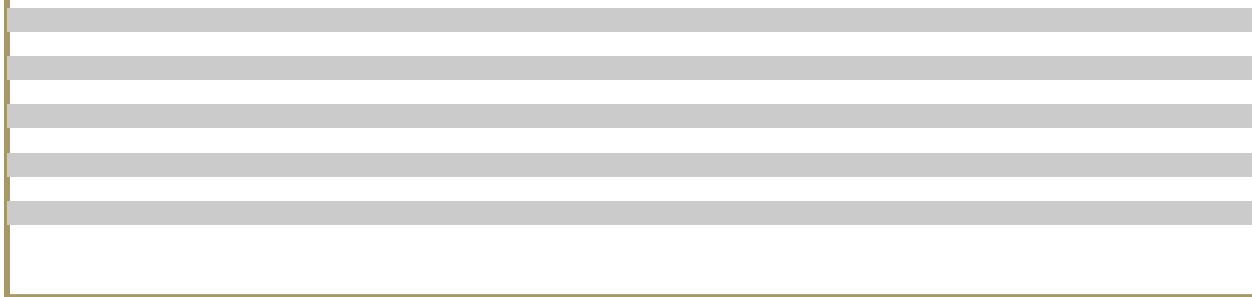




GRAND NCE

Graduate Student and Postdoc Committee (GSPC) Terms of Reference

February | 2013



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Top Five Reasons Why YOU Should Get Involved:

- Influence program development for GRAND HQP across Canada.
- Ensure that GRAND programs and activities match your needs.
- Build your resume with research network experience.
- Become eligible to receive travel subsidies for GRAND events.
- Make valuable contacts with other students and faculty with similar and complementary research interests.

A. The GRAND Network

1. Description

GRAND is a research network and commercialization engine whose goal is to address complex issues in digital media and transform multidisciplinary research into user-centred solutions. GRAND will explore the use and application of digital media in a variety of settings including entertainment, healthcare, education, environmental sustainability, and public policy.

GRAND is a federally-funded Network of Centres of Excellence supporting 34 research projects involving more than 140 researchers, and 250 students and postdoctoral fellows, at 24 universities across Canada with more than 60 industry, government, and nonprofit partners.

2. Themes

GRAND addresses five cross-pollinating themes: New Media Challenges and Opportunities (**nMedia**), Games and Interactive Simulation (**GamSim**), Animation, Graphics and Imaging (**AnImage**), Social, Legal, Economic and Cultural Perspectives (**SocLeg**), and Enabling Technologies and Methodologies (**TechMeth**).

3. Highly Qualified Personnel (HQP)

The GRAND network supports more than 250 Highly Qualified Personnel (HQP). HQP includes all undergraduate students, graduate students (those in Masters and PhD programs), as well as postdoctoral fellows, and research technicians within the GRAND network.

B. The GRAND Graduate Student and Postdoc Committee (GSPC)

1. Mission Statement

The GRAND Graduate Student and Postdoctoral Committee (GSPC) is a student-led initiative established by and for HQP within the GRAND network. This GSPC serves to communicate a student and postdoc perspective to the GRAND network, and to coordinate the organization and planning of HQP activities. The GSPC will facilitate networking and promote research opportunities among students, academics and industry partners.

2. Objectives

In performance of its advisory role and consistent with GRAND's mandate, the GSPC:

- Initiates and encourages networking, collaboration and interdisciplinary study among and between HQP, as well as other GRAND members;
- Promotes excellence in HQP research within GRAND;
- Encourages the development of external research linkages to GRAND research;
- Informs other HQP of GRAND objectives, organizational structure and opportunities.
- Promotes GSPC activities through contributions to the GRAND website, in the form of article submissions, as well as through participation in GRAND's social media channels.
- Organizes student-orientated events including the student portion of the annual conference;
- Advises GRAND management on student affairs;
- Collects ideas from the students about initiatives they would like to see within the GRAND network.
- This list is also open to suggestions!

3. Reporting

The GSPC works closely with the GRAND Administrative Centre (referred to in this document as "GRAND Central"), and advises the Research Management Committee (RMC) and Executive Committee on matters concerning HQP. The GSPC also has observer status on the GRAND Board of Directors.

4. Annual HQP Town Hall Meeting

Each year, at the GRAND annual conference, there will be a meeting of HQP. The GSPC helps to organize HQP-related components of the conference, and this meeting is one such component.

5. Annual Report

An annual report will be prepared, with assistance from GRAND Central, by the incumbent Chair and Vice-Chair, due April 1st and covering the previous fiscal year (April 1 – March 31). This report will detail financial, operational outcomes and impacts; learnings, best practices; and recommendations for future practices and initiatives, and compare results to GSPC goals.

C. GSPC Structure

1. Composition

The GSPC is composed of up to two elected members, a Chair and Vice-Chair. All other GSPC positions will be appointed by GRAND Central in conjunction with the Chair and Vice-Chair.

Students and postdocs who are interested in serving as non-elected committee members can contact the Chair, Vice-Chair or GRAND Central.

The GSPC, so far as possible, should comprise a broad representation of geographical locale, education levels and research disciplines. Ideally, the Chair and Vice-Chair will represent different universities and disciplines.

The intention of the GSPC is not to add an undue workload to its members. Serving on the GSPC should not be a major time commitment for any single member.

Members can participate to a degree that matches their respective schedules - all levels of time commitment are appreciated and rewarded. Benefits from membership should more than compensate for the limited hours required.

2. Roles and Responsibilities of the Chair, Vice-Chair and Other GSPC Members

- a) Chair and Vice-Chair
 - Oversee the operation and functioning of the GSPC.
 - Promote communications and networking among GSPC members and HQP membership
 - Ensure information of upcoming activities/opportunities is shared with GSPC and HQP membership.

- Assist with organizing the Annual HQP Town Hall Meeting at the GRAND Annual Conference.
- At each board meeting, the Chair will attend as an observer. When the Chair is unable to attend, the Vice-Chair will go in his/her place. When neither can attend, a designate from the GSPC will be appointed by the Chair to attend in their place.

b) Other GSPC members

- The non-elected members of the GSPC will fill/share a number of roles including but not limited, to the following:
 - Annual Conference
Liaises with the GRAND annual conference organizing committee.
 - Awards
Researches and promotes HQP award opportunities.
 - Communications
Communications lead for the GSPC; promote GSPC activities through the GRAND website and GRAND Forum; provide student-centred stories to GRAND Central.
 - Education & Training
Identify professional development opportunities and job postings.
 - Events
Lead events contact for on campus GRAND events; Takes the lead on GRAND Cafés, lab visit tours.
 - Governance
Ensure GSPC is adhering to the mandate and processes
 - The Forum
Liaise with GRAND Central and Forum Support to explore ways in which the GRAND Forum can be more useful to HQP in GRAND.

3. Remuneration

GSPC members do not receive any remuneration from the GRAND network for their position on the GSPC. They can however be reimbursed for travel and other expenses, with prior authorization from GRAND Central.

4. Meetings

Frequency and timing of meetings is decided by the Chair and Vice-Chair, possibly in conjunction with the non-elected members of the GSPC. It is highly encouraged to host meetings on a monthly basis via an online conferencing tool.

5. Language Requirement

One or more bilingual (French/English) speaking members are highly encouraged.

6. Budget

Working with the GRAND Network Manager, an annual expense budget will be developed and approved by GRAND Central in support of the fulfillment of the objectives of the GSPC.

D. GSPC Election Regulations

1. Initial GSPC

The initial GSPC was formed by volunteers. Elections for subsequent Chair and Vice-Chair positions will be held each spring, in advance of the annual conference.

2. Election and Terms

- a) Chair and Vice-Chair positions will be filled by means of an annual election, every spring. GRAND Central shall solicit all eligible HQP for self-nominations. An invitation to vote will be sent to all members at least 10 days prior to the election deadline. Results will be announced shortly after close of the election process.
- b) To be considered eligible to hold elective office in the GSPC, an individual must:
 - i) Be enrolled in a graduate program or hold a postdoc position at a GRAND member university, and;
 - ii) Participate as HQP on a GRAND project, and;
 - iii) Anticipate remaining a member of the GRAND network for the duration of the one-year term of office (April 1 – March 31).
- c) All non-elected GSPC positions are one year in duration and are renewable for additional terms in order to provide continuity between terms.
- d) Non-elected GSPC positions will ideally stagger so that at the beginning of each fiscal year (April 1 – March 31) there will be a combination of new as well as continuing committee members.

3. Election Process

The election process will commence with a call for self-nominations. A list of nominees for each elected position will then be posted on the Forum.

All eligible HQP will be invited to vote using the Forum. Since voting will be conducted through the Forum, voters are required to have an account on the Forum.

When the voting period ends and the votes are counted, the winners will be announced to the GRAND network. The nominee who gets the majority of votes in each category will be considered the winner.

Please note that during the call for self-nomination, students and postdocs interested in joining the GSPC as non-elected committee members will be invited to contact GRAND Central. After the election, interested individuals can also contact the Chair and Vice-Chair.

Appendix A - GRAND Central and Staff
<http://grand-nce.ca/aboutgrand/people/staff>

Appendix B – Board of Directors
<http://grand-nce.ca/aboutgrand/people/board-of-directors>

Appendix C – Research Management Committee
<http://grand-nce.ca/aboutgrand/people/rmc>

Appendix D – International Scientific Advisory Committee
<http://grand-nce.ca/aboutgrand/people/isac>

GRAND would like to thank PrioNet, MITACS (Mathematics of Information Technology and Complex Systems) and GEOIDE (Geomatics for Informed Decisions) for providing guidance in the development of the GSPC and the GSPC Terms of Reference.

References

GEOIDE Students' Network Agreement, 2011
MITACS Student Advisory Council Website, 2010
PrioNet's SYPA Governing Manual, May 2011