

VIMS Graduate Student Association Leadership Catalog

Duties of Appointed and Elected Officers, Committees,
and Representatives

Updated: January 2013

<http://www.vims.edu/gateways/currentstudents/index.php>
<http://wmpeople.wm.edu/site/page/marsci>

Executive Committee

Co - president

ELECTED

Duties:

To preside over all meetings of the GSA Executive Board and All-Hands; to serve as the main contact for VIMS students surrounding issues regarding the larger VIMS community and the W&M community; to coordinate with the Associate Dean of Academic Studies surrounding issues involving the graduate student community; to appoint a representative body of GSA members to serve as an Honor Council to investigate and try cases involving VIMS students. This includes a Chief Justice and an Associate Chief Justice of the Honor Council; to appoint a Representative to the Student Senate in the event that position is vacant; and to call special meetings of the GSA as deemed necessary. The co-president is a 24 month position held by two students, with elections held every year in May such that the newly-appointed co-President always serves with a returning co-President.

Primary Faculty/Administrative Contact:

VIMS Associate Dean of Academic Studies, Linda Schaffner,
http://www.vims.edu/people/schaffner_lc/index.php

Vice President

ELECTED

Duties:

Acts as the primary point of contact for issues concerning graduate students at VIMS only (i.e. those that do not involve the broader W&M graduate student body, VIMS community, or W&M community); performs the duties of the Co-Presidents in the absence of one or both Co-Presidents or in the event that one or both Co-Presidents resign, are incapacitated, or otherwise fail to fulfill the Co-Presidential duties. The Vice President also organizes and directs social functions of the GSA/entire VIMS community, which may include (but are not limited to): VIMS Community Yard Sale (August), VIMS Community Fall Party (October), Silent Auction (VIMS Community Holiday Party, December), VIMS Community Chili Cook-Off (February), VIMS Community Spring Party (March/April), and graduate student Halloween Party and Winter Formal. This person is expected to oversee the marketing and outreach of events held by the VIMS GSA. This may include maintaining the VIMS GSA web pages.

Primary Faculty/Administrative Contact:

VIMS Associate Dean of Academic Studies, Linda Schaffner,
http://www.vims.edu/people/schaffner_lc/index.php

Secretary
ELECTED

Duties:

Records minutes at regular VIMS GSA Executive meetings and VIMS GSA All-Hands Meetings and ensures their timely publication on the GSA website and Facebook page; works with Webmaster to develop and update the VIMS GSA website; maintains the list of VIMS GSA student positions and the corresponding faculty/administrative contacts for those positions (i.e., this catalog); communicates any changes/corrections to this catalog to the Executive Assistant to the Director of VIMS, who maintains the administrative list of representatives and committees, which includes VIMS GSA obligations – see this page for list of committee leaders:

<http://wmpeople.wm.edu/site/page/marsci/committeeleaders>

Primary Faculty/Administrative Contacts:

VIMS Associate Dean of Academic Studies, Linda Schaffner,

http://www.vims.edu/people/schaffner_lc/index.php

Executive Assistant to the Director of VIMS, Jennifer Latour

http://www.vims.edu/about/directory/staff/latour_jen.php

First Year Representative
ELECTED

Duties:

Serve as a liaison between the first year class and the Executive Board relaying information and concerns between the two groups. The First Year Representative must assume an active role in the Executive Board and assist with GSA events and projects. The First Year Representative is elected in September/October of each year following new student orientation. The First Year Representative is a voting member of the Executive Board.

Primary Faculty/Administrative Contacts:

VIMS Associate Dean of Academic Studies, Linda Schaffner,

http://www.vims.edu/people/schaffner_lc/index.php

Treasurer
ELECTED

Duties:

Coordinates proper spending procedures with assigned GSA student representatives, ensuring state & GSA spending guidelines are followed; coordinates with VIMS GSA Conference Funding and Mini-Grant chair people to acquire and distribute funds for awards; works with the Dean of Graduate Studies and the VIMS Director of Planning and Budget to secure funding for all GSA events and oversees the budgets for those events; manages money earned from GSA fundraisers and balances monthly bank statements.

Primary Faculty/Administrative Contacts:

VIMS Associate Dean of Academic Studies, Linda Schaffner,

<http://www.vims.edu/education/graduate/>
VIMS Director of Planning and Budget, Carol Tomlinson,
<http://www.vims.edu/admin/people.html>

Representatives to the SMS Academic Council and its Standing Committees

Academic Council Representatives *VOLUNTEER/APPOINTED*

Duties:

Attend meetings of the Academic Council (AC; <http://www.vims.edu/education/ac/>) on behalf of the VIMS GSA. The AC is a representative body of the School of Marine Science (SMS) faculty and provides for the development, maintenance, and advancement of the academic and degree programs. The AC evaluates academic issues and formulates academic policy recommendations. These recommendations are made to the Dean of the SMS and implemented by the Dean of Graduate Studies (DoGS). Council membership consists of the elected AC chairman, a representative from each academic department, the Dean of the SMS, the DoGS, the SMS Registrar, and two student representatives. Student representatives are non-voting members of the committee, but they are expected to participate fully in discussions. The AC makes most of the critical decisions affecting graduate students in the SMS, so active participation by the student representatives is important. However, representatives must be aware that discussions and decisions of the AC are not for public dissemination. Representatives should not disclose such items to the graduate student body until notified that it is permissible to do so. The AC is not typically the end of the decision line and actions of the AC must go “up the chain” before final decisions are made. Meetings are held monthly. Primary issues of concern to the graduate student body include stipend levels, health insurance, graduate course offerings, and opportunities for graduate student involvement in the academic program outside of taking courses (e.g., teaching).

Primary Faculty/Administrative Contacts:

VIMS SMS Academic Council Chair, Liz Canuel, <http://www.vims.edu/education/ac/>
VIMS Associate Dean of Academic Studies, Iris Anderson,
<http://www.vims.edu/education/graduate/>

Educational Policy Committee Representatives *VOLUNTEER/APPOINTED*

Duties:

Attend meetings of the Educational Policy Committee (EPC, a committee of the Academic Council; <http://www.vims.edu/education/ac/epc.html>) on behalf of the VIMS GSA. All activity of the EPC is reported to the AC. The EPC is charged by the AC with reviewing the graduate academic program, and specifically reviews recommendations and requests for changes to

educational policy or the graduate curriculum. Such recommendations and requests may originate from the DoGS, the EPC members, or the academic departments. The EPC can approve or disapprove any changes in the curriculum that do not alter existing policy, and the most common activity of the EPC is the review of changes to the graduate course offerings. Separate procedures are employed for reviews of courses that are part of the SMS Graduate Course Catalog and those that are not (e.g., MSCI 697/698 courses). The two student representatives are non-voting members of the committee but are expected to participate fully in committee discussions, such as reviews of proposed course offerings. Meetings are held approximately annually. A fair amount of committee work occurs via email for most issues.

Primary Faculty/Administrative Contacts:

VIMS SMS Academic Council Chair, Steve Kuehl,

http://www.vims.edu/intranet/councils_and_committees/academic_council/index.php

VIMS SMS AC Educational Policy Committee Chair, Eric Hilton,

http://www.vims.edu/intranet/councils_and_committees/academic_council/committees/educational_policy/index.php

VIMS SMS Dean of Graduate Studies, Linda Schaffner,

<http://www.vims.edu/education/graduate/>

Catalog Committee Representative

VOLUNTEER/APPOINTED

Duties:

Works with the Catalog Committee to update the VIMS SMS Graduate Catalog for each new academic year. The committee consists of one faculty member from each academic department, the DoGS, the administrative assistant to the DoGS, and a student representative. The student representative should be someone who is beyond their first year, as they are primarily responsible for updating the material related to student life at W&M and VIMS (e.g., housing information, nearby attractions, etc.). However, the representative can also work to ensure that the catalog fairly reflects the nature of course offerings in the SMS (e.g., including frequency with which courses are taught) for prospective students. The “student life” information in the Catalog should be consistent with the Welcoming Notes and Helpful Hints handbook that goes to all new students. This representative should also serve as one of the representatives to the EPC to provide integration between these two related roles.

Primary Faculty/Administrative Contact:

VIMS Associate Dean of Academic Studies, Linda Schaffner,

http://www.vims.edu/people/schaffner_lc/index.php

Admissions Committee Representatives

VOLUNTEER/APPOINTED

Duties:

Attend meetings of the Admissions Committee (AdC, a committee of the Academic Council; http://www.vims.edu/intranet/councils_and_committees/academic_council/committees/graduate_admissions/index.php) on behalf of the VIMS GSA. Approximately 6-10 meetings are held

during late winter and spring of each year. The two student representatives are expected to participate in discussions of applicants for the upcoming fall semester, but their primary responsibility is to rank the undergraduate or graduate institutions that the applicants attended. Instructions and procedures for ranking schools have been documented and the rankings are updated by the student representatives each year. The office of the Associate Dean of Academic Studies compiles information on all applicants to the graduate program and provides the application materials to the AdC for review and ranking via Blackboard.

Primary Faculty/Administrative Contacts:

VIMS SMS AC Admissions Committee Chair, Debbie Steinberg

VIMS Associate Dean of Academic Studies, Linda Schaffner,

<http://www.vims.edu/education/graduate/>

Representatives to W&M College-Wide Entities

Senator of the Student Assembly

ELECTED/APPOINTED

Duties:

Attends regular weekly meetings of the Senate of the W&M Student Assembly (held on the main campus; <http://sa.wm.edu/>; <http://sa.wm.edu/senators/>) on behalf of the VIMS GSA; reports on discussions of issues important to VIMS students. This position involves weekly trips to main campus and meetings often last one to two hours or more, so the time commitment is substantial, especially for individuals that do not live in Williamsburg. Also, most of the issues discussed in the Student Assembly are relevant to the undergraduate student body rather than graduate students.

Primary Contacts:

President of the W&M Student Assembly, Ryan Scofield, <http://sa.wm.edu/executive/>
W&M Assistant Vice President for Student Affairs, Virginia (Ginger) Ambler,
<http://www.wm.edu/studentaffairs/>

Graduate Council Representatives

APPOINTED

Duties:

Attend meetings of the Graduate Council of the W&M Student Assembly (held on main campus; <http://sa.wm.edu/graduate/>) on behalf of the VIMS GSA. The two representatives are appointed by the VIMS GSA President and should include at least one member of the VIMS GSA Executive Committee. The Graduate Council includes representatives from each of the W&M graduate schools.

Primary Contacts:

President of the Graduate Council of the W&M Student Assembly, Kate Miller,
<http://sa.wm.edu/graduate/>
President of the W&M Student Assembly, Ryan Scofield, <http://sa.wm.edu/executive/>
W&M Assistant Vice President for Student Affairs, Virginia (Ginger) Ambler,
<http://www.wm.edu/studentaffairs/>

President's Aide

ELECTED by Associate Dean of Students

Duties:

The President's Aides is a group of students who meet with the W&M President three or four times each semester to discuss subjects of interest or concern. The meetings are usually

scheduled for early evening and are held at the President's house. The W&M Vice President for Student Affairs receives recommendations from faculty for the membership and makes recommendations to the President. The group usually consists of 18 students – 13 undergraduate students and 5 graduate students. There is usually one graduate student representing each school (i.e., one from VIMS SMS). The Student Assembly President is always included in the group as well. In addition to the meetings with the President, the Aides are allowed and encouraged to process at special occasions such as Charter Day. They also receive a President's Aides medal as a memento of their service. Aides are chosen for one year, but are sometimes renewed. The individual in this position should be ready to represent the VIMS graduate student community in an inclusive and considered fashion, recognizing that the other Aides will be from diverse backgrounds.

Primary Administrative Contacts:

Administrative Assistant to the President of W&M, Lilian Hoaglund,

<http://www.wm.edu/president/directory.php>

W&M Assistant Vice President for Student Affairs, Virginia (Ginger) Ambler,

<http://www.wm.edu/studentaffairs/>

Honor Council Chair

ELECTED/APPOINTED

Duties:

The duties of the Honor Council Chair are dictated by College policy in the College Handbook (<http://www.wm.edu/deanofstudents/handbook/14HonorSystem.pdf>). The chair is required to attend Council of Chair meetings (usually once a month) and communicate with the W&M Dean of Students Office about honor council issues. He or she also attends certain training sessions, makes him or herself familiar with the Honor Code in the Student Handbook, gives a short talk at the beginning of each academic year to new VIMS SMS students, and keeps all honor code files (including the forms that new students sign). The chair also requests nominations for class representatives from each new cohort of students at VIMS SMS. He or she keeps a list of these representatives and makes their names available to the main campus personnel as a class contact. In addition, the chair participates in discussions concerning changes to the student handbook, attends open Honor Council trials, and deals with any possible honor code violations by students at VIMS SMS. All activity of the Honor Council remains confidential. Even though we do not have many honor violations at VIMS, working with the Honor Council keeps us connected with the traditions of main campus and reminds students of VIMS that: (1) they are part of a larger community; and (2) even though they do many take-home tests and work independently, they are expected to be honest and will be judged by their peers if they are not.

Primary Administrative Contact:

W&M Dean of Students, Patricia Volp, <http://www.wm.edu/deanofstudents/staff.php>

Judicial Council Representatives

ELECTED

Duties:

The duties of the Judicial Council representatives are dictated by College policy in the College Handbook

(<http://www.wm.edu/deanofstudents/handbook/13AdminStudLifePol.pdf>). Each graduate school must have three trained representatives on the Judicial Council, and one of the representatives must be designated to serve as chair for hearings involving members of that graduate school. In any case that comes before the Judicial Council, the hearing body must include graduate student members from the school of the accused student (i.e., trained VIMS students have to sit on the Judicial Council in order to hear a case involving a VIMS student as the accused). Training is conducted in the Fall semester or as needed and is coordinated through the Office of the Dean of Students by the Assistant Dean for Judicial Affairs. Graduate student representatives are rarely called into service because graduate student judicial cases are uncommon. Therefore, the time commitment of appointed students typically involves only training.

Primary Administrative Contacts:

W&M Assistant Dean of Students for Judicial Affairs, Dave Gilbert,

<http://www.wm.edu/deanofstudents/staff.php>

W&M Assistant Vice President for Student Affairs, Virginia (Ginger) Ambler,

<http://www.wm.edu/studentaffairs/>

Honor and Judicial Appeals Committee Representatives

ELECTED

Duties:

The honor/student conduct appeals committee reads honor and student conduct cases for which the student has been found guilty of a violation or offense, and the student has appealed the result. This committee reads the case and decides an appropriate course of action based on the facts of the case, after an appeal has been made. Graduate student committee members are only called upon to serve on cases from their particular graduate school. Therefore, the time commitment of appointed students typically involves only training.

Primary Administrative Contacts:

W&M Assistant Dean of Students for Judicial Affairs, Dave Gilbert,

<http://www.wm.edu/deanofstudents/staff.php>

W&M Assistant Vice President for Student Affairs, Virginia (Ginger) Ambler,

<http://www.wm.edu/studentaffairs/>

Committee Chairs and Representatives

Ex-Officio

VOLUNTEER/APPOINTED

Duties:

Ex-Officio is a voluntary position held by members of the Executive Board who have stepped down in the last election cycle. They provide valuable advice and support to new Executive members during the following year, especially during the transition period. Since they are not elected to office, Ex-Officio's may not vote at Executive Board meetings, but their input is welcomed at any time. They serve as an advisory board to the current GSA Executives, and may be called upon to attend GSA Executive meetings, but do not have to hold separate meetings like other committees.

Primary Faculty/Administrative Contact:

VIMS Associate Dean of Academic Studies, Linda Schaffner,
http://www.vims.edu/people/schaffner_lc/index.php

Awards Committee Representatives

VOLUNTEER/APPOINTED

Duties:

The Awards Committee (AwC) representatives are technically appointed by the Dean and Director, though the VIMS GSA elects people and they are confirmed. Appointments are for at least two consecutive years to ensure continuity within the committee. The representatives attend regular AwC meetings that occur on three or four occasions during the spring semester in preparation for the awards banquet. Ten to twelve awards are given out each year. All representatives to the committee read the nominations, participate in discussions, and vote. The committee also makes preparations for the banquet (e.g., decides on the lunch menu, gets the gifts, invites the families of the award winners to come to the banquet), but the student representatives do not really have to get involved in the banquet preparations.

Primary Faculty/Administrative Contacts:

VIMS Awards Committee Co-chair, Mac Sisson,
<http://www.vims.edu/about/directory/staff/index.php>
VIMS Awards Committee Co-chair, Anna Fisher,
<http://www.vims.edu/about/directory/staff/index.php>

Conference Fund Chair

VOLUNTEER/APPOINTED

Duties:

The chair solicits, evaluates, and processes requests for VIMS GSA travel grant funds

(<http://www.vims.edu/sms/students/funding.html>). The job is based around two funding cycles per year with associated deadlines for applications (1 each semester). Prior to these deadlines, a reminder email is sent out to grads@vims.edu requesting applications. The applications are then evaluated for completeness and checked to be sure that the applicant has not received a grant before (only one award is allowed during a student's tenure). At this point, if funding is insufficient for the number of applicants, applications are prioritized. In general, applicants giving oral presentations are given priority over poster presenters and presenters are given priority over non-presenting attendees. Prioritization has not been necessary in the past as funding has been adequate to award all applicants. The VIMS GSA Executive Committee along with the Conference Fund Chair determines the number of travel grants that can be approved and the GSA Treasurer processes the reimbursements (i.e., writes the checks). The chair has the ability to form an ad-hoc committee in the event that the number of travel grant requests exceeds the available funds and funding prioritization is required. It would not be fair for one individual to decide who gets funding in that case.

Primary Faculty/Administrative Contact:

VIMS Associate Dean of Academic Studies, Linda Schaffner,
<http://www.vims.edu/education/graduate/>

Mini-Grant Chair

VOLUNTEER/APPOINTED

Duties:

Solicits, evaluates, and processes requests for annual VIMS GSA Mini-Grant awards (<http://www.vims.edu/sms/students/funding.html>). Application deadlines and funding timelines are published on the VIMS GSA website, along with criteria for submission and evaluation of applications. The chair is responsible for gaining funding as well by soliciting the heads of each academic department to donate money (usually \$500 per department and some from the DoGS, though the more the chair can recruit the better). A VIMS Planning and Budget Analyst handles the deposits of the funds from the department heads and the reimbursements to the awardees. Applications are evaluated for completeness and scientific merit by an ad-hoc committee formed by the chair (reviewers). The chair does not participate in the evaluation of applications. The committee ranks the applications according to criteria developed by a previous chair and the top applications are granted funds (usually not to exceed \$500 per applicant). The chair is also responsible for contacting the applicants to let them know whether they were successful. Successful applicants are required to submit a report after funds are used. Subsequent awards are allowed, but a student cannot receive more than one award in an academic year (including summer semester) and all reports must be submitted prior to or with any additional applications for funds. It has been recommended that this be expanded to include a full committee (3-5 people) rather than soliciting reviewers ad-hoc and that application procedures be streamlined via the web.

Primary Faculty/Administrative Contact:

VIMS Associate Dean of Academic Studies, Linda Schaffner,
<http://www.vims.edu/education/graduate/>
VIMS Planning and Budget Analyst, Carol Tomlinson,

<http://www.vims.edu/admin/accounting.html> (see contact information on this page)

Social Committee

VOLUNTEER/APPOINTED

Members: Spring and Fall Party Co-chairs; TGIF Co-chairs; Seminar Chair; Page House Chair; and Welcoming Co-chairs

Duties:

Spring and Fall Party Chairs

The Spring and Fall Party Co-chairs are responsible for organizing the VIMS-wide Spring and Fall Parties, which are substantial tasks. The job requires recruiting volunteers for setup, cooking, ticket taking, beer truck servers, and clean-up, as well as planning entertainment (e.g., DJ, inflatable bounce house). The chairs must be in touch with various segments of administration throughout the process. The other chairs on the Social Committee should help out when needed with organizing these parties.

Primary Faculty/Administrative Contact(s):

None

TGIF Co-chairs

The TGIF Co-chairs organize the socials at Page House that follow VIMS seminars on Fridays. Some light food (e.g., pizza, chips) as well as drinks, including beer, are provided. These socials are intended to be an opportunity for students to network with VIMS faculty and with visiting seminars speakers and are not considered “parties.”

Primary Faculty/Administrative Contact(s):

None

Seminar Chair

The Seminar Chair meets with the VIMS SMS Seminar Committee during the summer to decide what speakers will be invited during the coming academic year. The chair also solicits nominations from the students for a student-invited speaker. The chair organizes lunch meetings for the students with the speaker and sets up the reception that precedes the actual seminar. The seminars and lunch meetings typically occur on three or four Fridays during each semester. The chair gets paid three hours of workshop for each seminar.

Primary Faculty/Administrative Contact:

VIMS SMS Seminar Committee Chair, Rochelle Seitz,

<http://www.vims.edu/events/science.html?>

Page House Chair

The Page House Chair is responsible for monitoring Page House, serving as the contact for Page House related questions/concerns, coordinating with the administration when necessary, ensuring the cleanliness of Page House (including coordination of purchases of sponges, soap, etc.,

keeping up with maintenance and coordinating repairs with Facilities Management (Maintenance)). This person is also in charge of the storage room key.

Primary Faculty/Administrative Contacts:

VIMS Associate Dean of Academic Studies, Linda Schaffner,

<http://www.vims.edu/education/graduate/>

VIMS Facilities Management Business Manager, Debbie Galvez

<http://www.vims.edu/admin/facilities/people.html>

Welcoming Co-chairs

The Welcoming Co-chairs help update the Welcoming Notes and Helpful Hints handbook that goes to all new students and organize the welcoming picnic for first year students. The chairs should also establish a list of departmental student contacts that can be called upon to meet new prospective students and answer questions they have (they will be directed to these people by the office of the DoGS).

Primary Faculty/Administrative Contact(s):

VIMS Associate Dean of Academic Studies, Linda Schaffner,

<http://www.vims.edu/education/graduate/>

Fundraising Committee

VOLUNTEER/APPOINTED

Duties:

To raise money for specific projects that the VIMS GSA is interested in, such as providing additional funds for GSA activities or increasing funds for VIMS GSA Grants. In the event that the fundraising committee would like funds that they have raised go to a specific cause they must submit a proposal to the GSA Executive Board to decide on the money to allocate. The Fundraising Committee Chair Person works directly with the GSA Treasurer regarding the raising and allocation of money from fundraising events.

Primary Faculty/Administrative Contact(s):

VIMS Associate Dean of Academic Studies, Linda Schaffner,

<http://www.vims.edu/education/graduate/>

Diving Control Board Representative

VOLUNTEER/APPOINTED

Duties:

The representative is the voice to the other members of the Diving Control Board (DCB; faculty and staff) with regards to issues of primary importance to students, such as user fees and who pays them, diving insurance and who pays for it, ensuring that students are “sponsored” to dive and thus incur no financial burdens, or other concerns. The representative is expected to attend regular meetings of the DCB as announced (every two or three months) and may be given an “action item” to report back to the board on. The representative is also one of the members of the DCB authorized to contribute one of the two

required signatures to approve dive plans. This is technically a position appointed by the VIMS Dean and Director (procedure outlined in the guide for Diving Safety). The DCB makes the recommendations for appointment to the Dean and Director, and follows the guideline published by OSHA – the DCB must consist of a majority of active scientific divers. The DCB recommends that the VIMS GSA representative be someone actively involved in diving.

Primary Administrative Contacts:

VIMS Diving Safety Officer, Wayne Reisner

http://www.vims.edu/intranet/safety/dive_team/index.php

Webmaster

VOLUNTEER/APPOINTED

Duties:

To make sure that the information on the VIMS GSA webpage and the VIMS GSA Facebook page are current and sufficient. He or she is free to add content as needed and approved by the Executive Committee, but is primarily responsible for communicating with the Executive Committee about updates that are needed.

Primary Administrative Contacts:

VIMS Director of Information Technology and Networking Services, Gary Anderson,

http://www.vims.edu/about/directory/faculty/other/anderson_g.php

VIMS Webmaster, David Malmquist, <http://www.vims.edu/newsmedia/>

International Student Representative

VOLUNTEER/APPOINTED

Duties:

The representative is the voice of the international students on issues that specifically concern them, such as health insurance, visa permits, international travel, and Department of Homeland Security policies. The representative could organize regular, compulsory meetings with W&M Office of Multicultural Affairs to update students on key items related to above. The representative should also work to integrate the international students into the student community, including announcing opportunities for them to become involved with W&M campus events and organizations (e.g., see <http://www.wm.edu/reescenter/iss/>).

Primary Faculty/Administrative Contacts:

VIMS Associate Dean of Academic Studies, Linda Schaffner,

<http://www.vims.edu/education/graduate/>

W&M Office of Multicultural Affairs, <http://www.wm.edu/multiculturalaffairs/>

W&M Reves Center for International Studies, <http://www.wm.edu/reescenter/>

Library Advisory Committee Representative

VOLUNTEER/APPOINTED

Duties:

The representative is the voice of the students to the other members of the Library Advisory Committee on issues related to material acquisition (e.g. journals, books) and access. The representative is technically appointed by the VIMS Dean and Director, but the VIMS GSA selects the person and they are confirmed. Solicits and presents graduate student input on various decisions to be made by the library staff regarding services.

Primary Faculty/Administrative Contacts:

VIMS Library Director, Carol Coughlin, <http://www.vims.edu/library/mainstaff.html>

VIMS Library Advisory Committee Chair, TBD,
<http://www.vims.edu/admin/people.html> (see link at the bottom of this page)

Safety Committee Representative

VOLUNTEER/APPOINTED

Duties:

The representative attends meetings of the Safety Committee and serves as the student voice. The representative is technically appointed by the VIMS Dean and Director, but the VIMS GSA selects the person and they are confirmed.

Primary Administrative Contact:

VIMS Safety Committee Chair, Tom Grose, <http://www.vims.edu/admin/people.html>
(see link at the bottom of this page)

Space and Facilities Planning Committee Representative

VOLUNTEER/APPOINTED

Duties:

The representative attends meetings of the Space and Facilities Planning Committee and serves as the student voice on issues concerning space allocations (e.g., student office assignments). The representative is technically appointed by the VIMS Dean and Director, but the VIMS GSA selects the person and they are confirmed.

Primary Faculty/Administrative Contacts:

VIMS Space and Facilities Planning Committee Chair, Roger Mann,
<http://www.vims.edu/admin/people.html> (see link at the bottom of this page)

VIMS Associate Dean of Academic Studies, Linda Schaffner,
<http://www.vims.edu/education/graduate/>

Student Health Advisory Committee

VOLUNTEER/APPOINTED

Duties:

Serve as the VIMS point of contact for any questions concerning the student health center, the student counseling center, and health insurance (both general questions and questions specific to the plan). Keeps VIMS students informed of changes to the Student Health Center, Counseling

Center, and Student Insurance policies. Advocates for the best health insurance coverage possible (and affordable) for students and financial support from VIMS and the faculty to help pay for health insurance premiums. Pass on relevant information about health and health care that might not otherwise make it to the grads@vims.edu list, such as flu shot info and the fact that the counseling center is free and offers stress relief activities for free around finals time. Maintain confidentiality of any personal health info that you might learn about an individual through your role on the committee. The committee can also assist students in navigating the health care and health insurance systems, especially when they have something expensive or very involved.

Primary Faculty/Administrative Contacts:

W&M Student Health Center Business Manager, Christine Britton,
<http://www.wm.edu/health/>
W&M Student Insurance Coordinator, Trish Sykes

VIMS Associate Dean of Academic Studies, Linda Schaffner,
<http://www.vims.edu/education/graduate/>

Vessel Users Advisory Committee Representative
VOLUNTEER/APPOINTED

Duties:

Communicates student needs in terms of vessels and associated equipment to members of the Vessel Users Advisory Committee and attends meetings when called (approximately every other month). The representative is technically appointed by the VIMS Dean and Director, but the VIMS GSA selects the person and they are confirmed. See the Vessels Operation, Training, and Safety Policy linked from the Vessels website (<http://www.vims.edu/admin/vessels/>) for more information.

Primary Faculty/Administrative Contacts:

VIMS Vessel Users Advisory Committee Chair, Roger Mann,
<http://www.vims.edu/admin/people.html>
VIMS Vessel Operations Contact Person, Sharon Miller,
<http://www.vims.edu/admin/vessels/>