**GPSS Vice President of Administration Quarterly Report: Autumn 2024**

# **General Onboarding and Administration**

* Coordinated multiple new Senator orientations, both as stand-alone events and at the first GPSS Meeting.
* Coordinated the annual GPSS Open House.
* Created resources on Parliamentary Procedure and Resolution Writings to support Senators: [OneDrive.](https://uwnetid-my.sharepoint.com/my?id=%2Fpersonal%2Fgpssvpadmin%5Fuw%5Fedu%2FDocuments%2FGPSS%20Shared%20Drives%2FGPSS%202024%20%2D%202025%2FOfficers%2FVP%20of%20Admin%2FSenate%2FSenator%20Resources&sortField=FileLeafRef&isAscending=true)
* Served as the first point of contact for departments regarding Senate involvement, helping to connect interested parties and producing general and targeted recruitment efforts.
* Updated and distributed the GPSS Senator Handbook, and distributed the GPSS Bylaws and Constitution
* Confirmed 95 Senators across approximately 60 departments with Graduate Program Advisors (GPAs) and Department Administrations, including liaising with past senators and prospective senators across the university
* Confirmed 5 out of 6 non-academic seats with allied organizations.
* Continued development and maintenance of the official GPSS OneDrive.
* Updated and maintain(ed) GPSS email lists for Senate and Executive Committee.
* Coordinated two GPSS Executive Senator Elections to fill seven (7) open positions throughout the quarter.
* Collaborated with the VP of Internal Affairs to onboard the Budget & Office Director, Senate Director, and Web Developer Director, including orientation to the specific tasks of their jobs and the facilitation of their access to emails, accounts, and transition documents and protocols, as well as working together on minutes, website, and office organization.
* Collaborated with all officers to send out weekly emails to Senators and all graduate student emails advertising GPSS events and resources.
* Met frequently with the GPSS SAO Advisor Brendan Chang to address issues of records and procedure within GPSS.
* Met frequently with the GPSS Budget & Office Director, Senate Director, and Web Developer Director to check-in on workload and progress.
* Met with the VP of Finance to check-in on finances and budget list.
* Met one-on-one with Senators on questions, recruitment, involvement, and support.

**GPSS Meetings, Events, and Committee Work**

* Created materials for GPSS Meetings, including all Agendas, PowerPoint presentations, attendance forms, ballots, QR codes, and shortened URLs to facilitate Senate proceedings, as well as distributing relevant outside organization materials and the editing and circulation of GPSS resolutions.
* Coordinated with guest speakers to present at GPSS Meetings.
* Reviewed and administered parliamentary procedure at meetings, including parliamentary procedure overviews for Senate, timekeeping, and enforcement of procedures for informed, fair, and equitable participation.
* Reviewed all GPSS Senate and Executive Committee Meeting Minutes as prepared and submitted by the GPSS Senate Director and coordinated the CART services for meetings.
* Chair(ed) the GPSS Arts Council, including weekly, publicly noticed meetings after startup, the coordination of the GPSS Craft and Complain, Mandala Workshop, Book Club, Knitting & Crotcheting Circle events.
* Collaborated with the VP of Finance to work on the Travel Grant Committee.
* Assisted in the initial start-up of the Judicial Committee and the Elections Committee, including the recruitment, distribution of materials, Bylaws timeline overviews, and meeting procedures.
* Maintain(ed) GPSS attendance records and bylaws compliance, including reminder emails to those whose attendance was precarious and workshopping solutions to attendance conflicts and barriers.

**Overview**

We saw a significant increase in the number of Senators and their engagement in GPSS during Autumn Quarter 2024. All committees have been formed and operated on a timely and active basis. All records have been saved in the GPSS OneDrive shared folder. Despite being a new team of officers, we are on top of communication and collaboration to ensure a smooth transition and operation.