

GSO Representatives' Handbook: A Preliminary Version

- **Purpose and Use**

- GSO is the graduate student organization, which represents and serves for the interest of the graduate students in the Anthropology Department. This handbook aims to clarify the responsibilities and structure of GSO. Each GSO Representative should familiarize themselves with the information listed below and to seek clarification or revision as needed.

- **Responsibilities**

- Per the handbook, the GSO Reps should organize ***quarterly GSO meetings***, communicate with and solicit suggestions, opinions and requests from graduate students in the department. Before each GSO meeting, Reps should:
 - Confirm the date, time, place and food with the department staff (Shelly Coughlan is the staff point of contact).
 - Meet with each other to discuss an agenda for the meeting
 - Send out an announcement, including the date, time, place and agenda to the students at least two weeks earlier
 - If needed, Reps may set up an online document (such as google doc.) and collect students' ideas on each discussion item. Then
 - If needed, Reps should open up a survey to gather students' feedback before the meeting. Organize the feedback and bring it to the meeting
 - Before each meeting, Reps should get together and run over the agenda once more.
- GSO Reps should attend ***the monthly faculty meetings and Annual Faculty and Department Retreat***, take notes and deliver them to the graduate students via the GSO mailing list. The notes should be sent out within two weeks. If required by the faculty or needed, reps should set up surveys or summon GSO meetings to gather students' opinions and then report it to the faculty. Reps should consult the faculties and thus clarify the kind of information and feedback needed.
- GSO Reps are responsible for organizing the yearly ***Town Hall***. It is a time when graduate students can have direct conversations with faculty regarding departmental issues. For each Town Hall, GSO Reps should:
 - Confirm the date, time, place and food with the department staff. Town Hall takes place in the spring quarter and thus the date, time and place should be confirmed at least by the end of the winter quarter.
 - Send out an announcement about the Town Hall date, time and place to faculty, students and staff as soon as the date is confirmed. Also, Reps should inform students about the practice meeting before the Town Hall (details about the practice meeting are provided below).
 - Start to solicit opinions from students and faculty on the meeting agenda in the Winter Quarter.

- Set up an online doc. and survey if needed, to collect suggestions and feedback from students on the preliminary Town Hall agenda. This online doc. should be set up at least a month before the Town Hall.
 - Summon a practice meeting for the students to better prepare their questions for the Town Hall. This practice meeting is preferably held a week before the Town Hall.
 - Find a moderator for the Town Hall, who will be the diplomatic person to mediate between students and faculty, and hold the discussion.
- GSO Reps may engage in the process of editing the *Graduate Student Handbook* through coordinating with staffs and relevant faculty committee members. Reps should inform and consult the students about changes to the Handbook in a timely way.
 - GSO Reps should take initiatives to help organize *workshops or activities* to address graduate students' concerns and needs. Reps should designate the coordination of these workshops/activities to other students and committees. If needed, GSO Reps can coordinate with the Social Chair to propose and plan events. In case of hosting a *Graduate Student Conference*, GSO Reps should submit the plan and budget a year before the conference date.
 - GSO Reps should organize *the campus-visit weekend* (events such as dinners and meet-new-students social events) for the new admits in conjunction with other students, faculty and staff. At the beginning of each academic year, GSO Reps should complete mentoring assignments for entering first-year students.
 - GSO Reps are responsible for maintaining *the GSO mail listserv*. This includes adding entering students' e-mails, controlling access from others outside the department, etc. GSO Reps should go to <https://uit.stanford.edu/service/maillinglists/tools> and manage the list. To be clarified, GSO mail listserv *only opens to graduate students* in Anthropology Department at Stanford.
- **Structure and Designation**
 - According to the Graduate Student Handbook, the GSO is *open to all graduate students* and is the vehicle through which students keep themselves informed of and participate in departmental policies and activities. All students are automatically members of the GSO and are expected to participate as fully as possible.
 - The structure of GSO Reps are designed to have one student *from each track (CS and AR)* and a student who is *Post-Field* regardless of his/her track. In total, there are three Reps. There should be no institutional hierarchy among the three Reps.
 - Each GSO Rep is required to serve a *2-year term*, including a quarter-long shadowing period. However, flexibility in the serving time is allowed depending on individual circumstances.

- GSO Reps are selected on *a voluntary basis*. When a GSO Rep is at the end of the term, the person should *send an announcement* about the retirement. In the same announcement, the person should also include and underline a request to all students in the specific track or post-field for volunteer(s) to take the position. The announcement should be sent out at least two weeks before his/her shadowing period and a deadline should be set up.
- By the deadline, if there is only one volunteer, then that person will automatically be designated as the new GSO rep. If there is more than one volunteer for the same position, the current GSO Reps should hold an internal discussion about how to resolve the issue.