

**GPSS Vice President of Administration Quarterly Report: Autumn 2023**

**GPSS Onboarding and Administration**

* Coordinated multiple new Senator orientations, both as stand-alone events and at the first GPSS Meeting
* 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 81 Senators across approximately 60 departments with Graduate Program Advisors (GPAs) and Department Administrations, including liaising with past senators and prospective senators across the university
* Continued development and maintenance of the official GPSS OneDrive as well as the creation of the GPSS Rosters and Resolution Worksheet for 2023-2024
* Updated and maintain(ed) GPSS email lists for Senate and Executive Committee
* Coordinated two GPSS Executive Senator Elections to fill three (3) open positions throughout the quarter
* Collaborated with the GPSS VP of Internal Affairs to onboard the GPSS Office Director and Senate 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 the VP of Finance towards advertising GPSS funding sources
* Met frequently with the GPSS SAO Advisor Rene Singleton to address issues of records and procedure within GPSS

**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
* 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 event, and the creation and maintenance of the GPSS Arts Council Events and Resources Sheet
* Assisted in the initial start-up of the Judicial Committee and the Elections Committee, including the 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**

In terms of recruitment, onboarding, and participation across GPSS, the Autumn 2023 quarter was a successful quarter, continuing the trend of last year for Senate growth. Administratively, GPSS’ summer transition to OneDrive was mostly successfully integrated into GPSS meeting and work structures during the Fall, with only minor setbacks because of internal UW timelines for approvals and purchasing. Finally, standing committee formation and engagement was more timely and involved this year, which demonstrates a continued trend towards greater GPSS involvement for Senators after the main actions of the COVID-19 Pandemic.