

Grad Committee Co-Chairs Semesterly Report

On Going basis:

- Held routine meetings throughout the year to keep the committee updated on any changes and upcoming events
- Ensured proper communication with committee members at all times to make sure they were aware of all the details of their role
- Attended regular APSA meetings whenever possible (not mandatory but useful for keeping up awareness with events that affect grad committee) - co-chairs rotate attendance
- Posted updates on APSA Members Corner and answered any questions directed to us from committee members or students/faculty - Communicated with faculty to promote grad committee events
- Posted meeting minutes to keep the team updated on everything
- Kept track of all orders through google spreadsheets and google forms, and maintained communication and organization through a shared google drive
- Maintained spreadsheet of expenses, reimbursements, and profits from committee fundraisers. Managed E-transfers and deposits to the grad committee bank account.

Monthly breakdown of activities:

January

- Krispy Kreme fundraiser
 - Collaborated with Medicine
 - Advertise and promote event both to students and to members of the community
 - Coordinate local pick-up
- Bachelorette Bracket
 - Advertise and promote bracket launch
 - Weekly updates and reminders to fill out bracket
- Super Bowl Bracket
 - Advertise and promote bracket launch
 - Coordinate prize distribution
- Partnered with Faculty
 - Meeting and discussion with Dr. Sanghera about potential partnership
 - Coordinate and gain approval for logo use
 - Work with Print Machine to decide on items and design.
 - Delivery of merchandise to faculty

February

- Grad clothing sale design callout
 - Advertisement
 - Committee Vote
 - Liaise with Trademarks and Licensing Office to obtain a licence agreement for words “University of Alberta” or “UofA” to appear on Grad wear

March

- Grad clothing sale
 - Item selection and negotiation with Elite
 - Collaborate with Elite on Virtual store
 - Advertise and open sale
 - Partnered with CAPSI and Community Education Director to coordinate Grad Wear as prizes for contests.
- Rotation Manual sale
 - Contact faculty coordinators
 - Price and decide on printing services
 - Advertise
 - Distribution

April

- Raffle
 - Nov-February reached out to potential sponsors to secure donations
 - Advertisement Creation
 - Promotion of event
 - Launch Raffle
 - Distribute Prizes

May

June

July

- Liaise with RxA contact
 - Discuss involvement/support for Grad Banquet