

Student Research Group Executive (SRGEC) Member Roles and Responsibilities

All SRGEC members are required to attend a minimum of 70% of regularly scheduled meetings.

President

Summary of role.

- 1) Chair all SRG Meetings
- 2) Serve as a student liaison between SRG and Graduate and Research Studies Committees at the School of Dentistry
- 3) Oversee the activities of the SRGEC
- 4) Oversees the fiscal integrity of the SRGEC
- 5) Serve as representative from the University of Alberta School of Dentistry to the Canadian National Student Research Group, the Network for Canadian Oral Health Research (NCOHR), and other national or international student research organizations as needed
- 6) Approve internal and external communication (emails, website and other social media posts)
- 7) Act as signing authority for the bank account
- 8) Re-register the SRG with Student Group services annually
- 9) Attend mandatory annual training offered by Student Group Services
- 10) Obtain risk management approval for all SRG events

Vice President

Summary of role.

- 1) Serves as a SRG liaison to internal organizations including, but not limited to, the University of Alberta Graduate Student Association (GSA), the Faculty of Medicine and Dentistry Student Research Program, and the School of Dentistry Dental Students Association (DSA)
- 2) Assists the President with the planning, execution, and documentation of all SRGEC activities.
- 3) Take over duties of President in the absence of the President

Secretary

Summary of role.

- 1) Documentation of minutes at the SRG monthly executive meetings
- 2) Upload, organize and maintain content on the dentsrg email account and google drive
- 3) Maintain and monitor the dentsrg social media pages (facebook) and request approval from the faculty representative prior to posting appropriate content on the social media pages
- 4) Assist the SRG president with setting up the agenda for the monthly executive meetings, creating polls or feedback forms for events as needed

Treasurer

Summary of role.

- 1) Ensuring fiscal logistics such as maintaining the bank account active
- 2) Keeping up to date operating budget in the share drive

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- 3) Collecting receipts and keeping track of reimbursements in the excel sheet in share drive
- 4) Ensuring signing authority is transferred to incoming president & treasurer
- 5) Managing and approving budget for the SRG events
- 6) Reporting to the committee the current status of the budget every couple of months
- 7) Keep the SRG bank card safely and any bank related documents in the SRG cabinet
- 8) Maintain access to the online banking for SRG

DDS Representative

Summary of role.

- 1) Inform DDS students of SRG events and help increase DDS involvement in research activities
- 2) Identify events that would be beneficial for DDS students' involvement in research
- 3) Providing feedback, inquiring, and/or addressing concerns from dental hygiene students to the SRG

DH Representative

Summary of role.

- 1) Providing feedback, inquiring, and/or addressing concerns from dental hygiene students to the SRG
- 2) Informing dental hygiene students of SRG events
- 3) Aiding dental hygiene students in obtainment of summer research positions/jobs
- 4) Participating in executive member tasks and events

Research intensive/Clinical Graduate Representatives

Summary of role.

- 1) Relay information to and from SRG regarding student concerns and SRG events, respectively
- 2) Organizing events that are beneficial to Research/Clinical Graduate Students

Postdoctoral Fellow Representative

Summary of role.

- 1) Acting as a liaison between the postdoc fellows association (PDFA) and the dentSRG
- 2) Collaborate with the postdoc fellows association by attending postdoc oriented meetings/activities to increase awareness about dentsrg activities
- 3) Network with pdfs from other faulty/departments (eg. medicine) to garner interests from them to attend dentsrg events

FoMD Faculty Council Representative

Summary of role.

- 1) Fulfill duties of role (attend FoMD Faculty Council meetings and communicate relevant information to Dentistry)
- 2) Relay information to students through SRG, and make suggestions to SRG based on FoMD Faculty Council minutes

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GSA Representative

Summary of role.

- 1) Fulfill duties outlined by the GSA
(<https://cloudfront.ualberta.ca/-/media/gsa/councillorresources/councilhandbook.pdf>)
- 2) Represent the interests of all graduate students to the SRG as an executive member
- 3) Be a source of information for all graduate students interested in learning about the SRG

Graduate Studies Committee Representative

Summary of role.

- 1) Acting liaison between the graduate studies committee and student research group
- 2) Providing feedback, inquiries and/or concerns from one group to another
- 3) Participating in executive member tasks and events

Member at Large

Summary of role.

- 1) Assist SRGEC with wherever they need help

Faculty Representative

Summary of role.

- 1) Oversee the overall functioning of the SRG
- 2) Approve email and social media communication prior to it being sent out
- 3) Responsible for relaying information to Graduate and Research Studies Committees