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### Minimum Standards for Committee Appointees

As a representative of graduate and professional students, and of the Graduate and Professional Student Assembly, you are required to uphold the following minimum standards:

#### General Duties

1. Representation of GAPSA to the committee and the committee to GAPSA.
2. Attendance of all regularly scheduled and special committee meetings.
3. Active participation in the committee.
4. Collection and review of all committee-meeting minutes.
5. Timely submission of all public meeting minutes to GAPSA.\*
6. Submission of an end of the year report to GAPSA before May 1st.\*

#### Occasional Duties

1. Verbal reports or presentations to the GAPSA Executive Board, General Assembly, International Student Council, Pluralism Council, Professional Student Council, Research Student Council, and/or Student Life Policy Council, by request.
2. Meetings with members of the GAPSA Executive Board, by request.

#### Special Duties for Appointees to “Student Life” Committees\*\*

1. Attendance of all meetings of the GAPSA Student Life Policy Council.
2. Active participation in the GAPSA Student Life Policy Council.

#### Special Duties for Appointees to “Diversity & Equity” Committees\*\*

3. Attendance of all meetings of the GAPSA Pluralism Council.
4. Active participation in the GAPSA Pluralism Council.

\*This may be accomplished by sending an e-mail to [gapsa.archive@gmail.com](mailto:gapsa.archive@gmail.com)

\*\*See the attached list of committees which fall into these categories

*As a GAPSA appointee, I agree to uphold these minimum standards. I understand that if I am found to be negligent of these duties, I may be removed from a committee by a vote of the GAPSA General Assembly.*

Committee / Position: \_\_\_\_\_

Appointee Signature: \_\_\_\_\_

Appointee Printed Name: \_\_\_\_\_



“Student Life” Committees

Alcohol, Other Drug and Violence Prevention Task Force  
Counseling and Psychological Services (CAPS) Advisory Board  
Department of Recreation Advisory Board  
Division of Public Safety (DPS) Advisory Board  
Environmental Sustainability Advisory Committee (ESAC)  
Housing and Conference Services Advisory Board  
Penn Transit Services Advisory Board  
Student Health Advisory Board (SHAB)  
Student Health Insurance Advisory Committee (SHIAC)  
University Council Committee on Campus and Community Life  
University Council Committee on Facilities  
WXPN Radio Policy Board

“Diversity & Equity” Committees

Committee on Manufacturing Responsibility  
Social Responsibility Advisory Committee (SRAC)  
Student Space Committee  
Trustees Council of Penn Women Committee on the Advancement of Women Faculty  
University Council Committee on Diversity & Equity  
University Council Independent Committee on Open Expression