

## **Description of SAGE Offices and Committees**

### **SAGE Executive Offices**

**Co-President (2)** – Those eligible to be Co-President must have reasonable understanding of and experience as a graduate student in KU's English department. It is recommended that a SAGE member serve in another executive office (Secretary or Treasurer) before serving as Co-President. The Presidents are responsible for conducting organization business including, but not limited to, overseeing SAGE projects and sub-committees, organizing and facilitating executive meetings, acting as a liaison between SAGE and the chair of the department, and providing general overall guidance to the Organization. The Presidents shall also prepare a semester and year-end report documenting the Executive Committee's progress toward its stated goals and assessment of work still to be done.

**Secretary (1)** – This officer shall record and distribute minutes of executive committee and all other SAGE meetings; shall maintain records of officer attendance; shall be responsible for distribution of agendas, meeting notifications and other official announcements; and shall administer the SAGE e-mail discussion list. It is recommended that the SAGE Secretary have at least one year's experience as an active SAGE member before beginning their term.

**Treasurer (1)** – This officer primarily focuses on the management of SAGE funds. They should ensure that the money is in a secure place (e.g. a checking account). The Treasurer always uses a separate SAGE account rather than a personal account that could be or is used for additional groups or persons. The Executive Committee should always approve the distribution of SAGE funds, or at the very least the Presidents should be informed, before the money is allotted to anyone or for anything. In accordance with the mission of SAGE, these funds are reserved for the promotion of graduate student professionalism in the form of reimbursing conference registration fees of presenters and to finance social events that promote graduate student interaction. It is recommended that the SAGE Treasurer have at least one year's experience as an active SAGE member before beginning their term.

**First-Year Liaisons (3)** – The three First-Year Liaisons, one each representing Literature, Rhetoric/Composition, and Creative Writing, will voice the collective interests and concerns of all first-year students at Executive Committee meetings. Additionally, they work to ensure all first-year students are kept informed of SAGE policies, meetings, and events. All three spots reserved for incoming/first-year graduate students.

### **SAGE Committees**

Briefly, the standing SAGE committees (with the number of open positions indicated in parentheses) are:

**Advisory Committee (1)** - This committee represents the English department as a whole; past issues dealt with include discussing concerns about hiring practices in the department. In the past, this committee has met every 1-2 weeks. The SAGE representative for this committee should be a senior graduate student with at least two years' experience as an active SAGE member. *English Voting Department member.\**

**Creative Writers' Committee (4)** – This committee, made up of students who are either studying for their MFA or PhD in creative writing, is responsible for representing creative writers within the graduate student population to both SAGE and the department. *English Voting Department member.*

**Diversity Recruitment and Retention Committee (2-3)** – This committee is a graduate student voice on the Department of English's Diversity, Recruitment, and Retention Committee. These representatives advocate for equitable Department initiatives, assist in recruitment efforts, and determine best practices for retention in the department.

**Events Committee (3-4)** – This committee is responsible for planning regular social events, such as the SAGE Halloween Party and departmental mixers, etc., for the graduate students. One spot reserved for incoming/first-year graduate student.

**FSE Committee (3)** – This committee deals with issues pertaining to the First- and Second Year English office, such as handbook adoption; CAL revisions; the structure of English 101, 102, and 200-level classes, etc. The FSE Administrative Intern is automatically a member of the FSE Committee and thus cannot serve as the SAGE representative. *English Voting Department member.*

**Fundraising Committee (3-4)** – This committee will coordinate the SAGE Book Fair, Silent Auction, and any other fundraising efforts deemed necessary by the committee or the SAGE executive council. The committee will also keep record of which SAGE members help with fundraising events, such as helping to set up/tear down and working shifts at the Book Fair, donating to the silent auction, etc. One spot reserved for incoming/first-year graduate student.

**Graduate Student Advisory Board Representative (1)** - The holder of this position attends GSAB meetings, voices SAGE's concerns at those meetings, and relates information from those meetings to SAGE. GSAB represents all graduate students and their interests to the university in general and to Student Senate and the Dean of Graduate Studies in particular. The holder of this position will learn a lot about university bureaucracy and politics, and— most importantly—serve as an advocate for graduate student interests.

**Graduate Committee (3)** - This committee examines the structure of the graduate program in English; past issues have been language requirements (for example, they added Old English to the list of possible foreign languages a few years ago), the structure of the MA oral examination, etc. Ideally, the SAGE representatives on this committee will represent the three major areas of Rhetoric and Composition, Creative Writing, and Literature. Representatives of this committee should be senior graduate students with at least two years' experience as active SAGE members. *English Voting Department member.*

**GTAC Representative (1)** - This position acts as a go-between for English GTAs and the Graduate Teaching Assistants' Coalition, the labor union that represents KU's GTAs. Ideally, the GTAC Representative should be a dues-paying member in good standing with GTAC. They are meant to advocate for English GTAs interests in GTAC and to the university; inform SAGE members of their rights as workers and members of a union; attend both GTAC and SAGE meetings.

**GTA/Lecturers Committee (3)** - As the name suggests, this committee represents the department's GTAs and lecturers; previous issues that have been discussed are professional development and flipping the order of GTA teaching schedule so that new GTAs would teach 101 first. Ideally, the SAGE representatives on this committee will represent the three major areas of Rhetoric and Composition, Creative Writing, and Literature. *English Voting Department member.*

**Lecturers/Readers Committee (3)** - This committee, which consists of both faculty and graduate students, determines the program of visiting lecturers and writers to the English department each year. Ideally, the SAGE representatives on this committee will represent the three major areas of Rhetoric and Composition, Creative Writing, and Literature. A note from a previous committee member: it is useful for members to have transportation available, as they are frequently called upon to transport lecturers/readers to and from the airport. *English Voting Department member.*

**Professionalization Workshop Committee (3)** – This committee is dedicated to identifying and will assist a faculty liaison creating workshops which will, as its name suggests, aid graduate students in becoming more professional. Past workshops have dealt with preparation for conferences, scholarly publishing, creative publishing, etc. One spot reserved for incoming/first-year graduate student.

**Public Face and Alumni Relations (3)** – The goal of this committee is outreach and promotion of our department's activities to alumni, as well as gathering information about alumni. Much of this committee's work has been done via email rather than in meetings. In addition, a majority of this committee's work occurs

before/during Homecoming, then tapers off. It is the department's wish that at least one member of this committee serves for two years, for continuity purposes. *English Voting Department member.*

**Social Media Committee (2-4)** – Formerly the SAGE advice committee, this committee is responsible for communication avenues, including (but not limited to) the SAGE Facebook page and SAGE alumni Facebook page. One spot reserved for incoming/first-year graduate student.

**Summer Institutes Committee (1)** – The role of this committee member is to serve as a liaison between the department and SAGE. Duties include polling grad students for nominations for whom the committee might invite to teach a summer course, sending out announcement emails, and hosting (or finding a host for) the summer institute professor once s/he arrives in town. The committee (depending on its needs) may not ever meet in person. Most discussions happen over email. Minimal time commitment except when hosting a visiting professor. *English Voting Department member.*

**Supplemental Funds (1)** – This committee allocates departmental funds for travel to scholarly conferences. *English Voting Department member.*

**Sustainability Committee (3-4)** – This committee works to help SAGE and the department be more environmentally conscious. In the past they have organized volunteer opportunities for Make a Difference day; installed the recycling bins in the SAGE lab; held an electronic grading meeting; and provided tips for copies, efficient use of paper, etc. in courses. Two spots reserved for incoming/first-year graduate students.

Your responsibility as a member of one of these committees would be to attend the meetings (or find a substitute), participate in the meeting, and take notes on the proceedings, which you will then report back to SAGE, either orally at the next SAGE meeting, or in writing (e-mail, etc.). For more information about any committee, contact a former committee member (past members are listed on the SAGE website) or speak to a current SAGE executive committee member.

\*Please note that you are encouraged to attend Voting Department meetings even if you do not serve on a voting committee. All graduate students are eligible to attend, but only voting members can vote on motions and proposals.