

Society for Military History  
Policies and Procedures  
Graduate Student Representative (GSR) Policy

**Purpose:** To define the roles and responsibilities of the Graduate Student Representative (GSR) to the Society for Military History, the qualifications for the position, and to delineate the selection process.

**Role.** The GSR serves as a dedicated advocate for graduate student members of the SMH to the Board of the SMH and the SMH leadership, and votes on routine matters of business as a member of the Society Council. In addition, the GSR serves as a main point of contact for current and perspective graduate student members. The GSR serves for a two-year term, to begin and end during the graduate student reception of the annual SMH conference. The SMH pays for the GSR travel expenses to the annual conference in accordance with the staff travel policy.

**Qualifications.** See Article III, Section IV of the SMH Constitution.

**Main Responsibilities**

- The GSR participates in the SMH annual meeting and governance as stipulated in the SMH Constitution.
- The GSR serves on the Society's membership committee and conducts outreach as appropriate.
- The GSR will coordinate with SMH staff to maintain a database of active grad student members and contact information. This listing then provides the basis for the GSR selection process (below).
- The GSR answers relevant email inquiries directed from the SMH page and contributes to the Society's web presence by annually examining the web page's links for clarity and relevance to graduate student issues.
- The GSR will organize the annual graduate student roundtable at the SMH conference. Generally, the panel aims to provide some form of professional development. The GSR will liaise with the Vice President on the theme of the roundtable to ensure it fits within the annual program.
- The GSR will participate in the planning for the graduate student reception at the annual meeting conference. At that reception the GSR should address the graduate students and reiterate the importance of graduate students to the future of the Society and the military history field, explain the role of the GSR, offer to be a resource for all graduate student members, and thank the local organizers for making the reception possible.
- The GSR is required to attend the annual conference each year. At the conference be visible and accessible. The SMH conference program should include the following language:

The Graduate Student Representative this year is Jane/John Doe. Her/his email is Doe@gmail.com. Graduate students in need of advice or direction about the conference or about the society are encouraged to consult with her/him. The GSR will represent graduate student issues to the council.

- The GSR cannot also hold the Grimsley Fellowship in Social Media.
- Finally, the GSR will help in the process for selecting the new GSR, per the procedures below.

### **GSR Selection**

1. The current GSR will coordinate with the SMH staff to email the graduate student members in November every other year (beginning in 2020, and thus in even years), soliciting nominations for the new GSR. The GSR will then coordinate with the nominating committee to ensure that the number of nominations presented on the ballot is limited to 2.
2. The same distribution list will then be used to solicit votes from student members at the same time that the full membership is polled for other votes (although not within the same ballot—the GSR selection ballot will be sent separately from the main election ballot). Election will be by simple majority.
3. The election of the GSR will be completed no later than 30 days before the ensuing Annual Meeting, which coincides with the election of new trustees during odd-numbered years. The incoming GSR will assume responsibilities following the SMH conference.

### **Optional Responsibilities**

The GSR is encouraged to prepare a short think piece/article/report in one or more of the SMH HQ quarterly bulletins.

Approved: DATE