***Hello!***

***Below is a detailed list of the different positions available on Executive Council this year. We are trying to grow Graduate presence and sense of community on campus as well as meet the needs of the growing Graduate student population. As such, we are requiring greater presence at the GSA meetings and are hoping to have more responsibilities members will be working on. Each of these positions requires advanced notice of inability to attend GSA meetings. This is not to overwhelm anyone but simply designed to make sure we can efficiently run GSA meetings and meet responsibilities. Of course, we are all first and foremost here for Graduate Studies and academia will always come first. My greatest goal is that all Graduate Students will support each other in achieving academic success while also contributing to an increasingly active, effective, and successful Graduate Student Association.***

***Brittany Bishop***

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**OFFICERS:** Officers are year-round positions to be elected each fall. Officers will continue planning and meeting through summer to ensure the GSA will be prepared for incoming Graduate Students. Officers who are unable to attend a GSA meeting must let the President know at least 24 hours in advance. They will send in detailed updates of their progress and are responsible for finding a suitable replacement for the meeting. In the event that President is unable to attend a meeting, he or she will let all of the officers know and will send details of their updates that should be discussed at the meeting.

**REPRESENTATIVES:** Representatives will be elected at the first GSA fall meeting each year and revisited for election at the first meeting of the spring semester. If a representative position remains vacant after the first GSA meeting, remaining positions will be assigned by the President. Representatives are responsible for attending the committee meetings to which they are assigned, taking notes, and reporting back relevant information to the GSA at the next scheduled meeting. Representatives who are unable to attend a Committee meeting must let the President know at least 24 hours in advance. They will be responsible for finding a suitable replacement for the Committee meeting. In the event that a representative is unable to make a GSA meeting, they will let the President know at least 24 hours in advance and send in detailed notes from the Committee Meetings. Representative positions may be held by members already in an Officer or Director position.

**DIRECTORS:** Directors will be elected at the first GSA fall meeting each year and will hold their position through the end of the Spring semester. If a director position remains vacant after the first GSA meeting, tasks of the remaining positions will be divided among the officers. Directors who are unable to attend a GSA meeting must let the President know at least 24 hours in advance. They will send in detailed updates of their progress and will be sent assignments to complete in lieu of meeting attendance. Director positions may be held by members already in an Officer or Representative position.

OFFICER ROLES AND RESPONSIBILITIES

**OFFICERS**

PRESIDENT

* Organizing meetings and assist in the achievement of the organization's goals
* Lead meetings
* Plan events for the organization
* Update Canvas/record documents geared toward GSA sustainability
* Delegate or otherwise ensure that all roles and responsibilities are met as needed
* Parking Committee
* Full year position, includes summer meeting/prep

VICE PRESIDENT

* Organize meeting when President and help assist in the achievement of the organization’s goals
* Assist president with events
* Assist President in creating sustainability of GSA for future Graduate students
* Manage relationship with SGA
* Full year position, includes summer meeting/prep

TREASURER

* Create annual budgets and keep records of all payments
* Plan and coordinate fundraising events (Spirit Night)
* Attending SFC meetings to obtain funds for certain projects and events (6pm Thursdays)
* Work closely with CGPS Financial Advisor as needed
* Carries out task as assigned by the President and Vice President
* Full year position, includes summer meeting/prep

SECRETARY

* Keep record of all the meetings
* Distribute the minutes via email no more than 48 hours after meeting (Graduate Studies email)
* Carries out task as assigned by the President and Vice President
* Full year position, includes summer meeting/prep

**REPRESENTATIVES**

GRAD COUNCIL REP

* Meet once a month on the third Tuesdays from 3:30 to 5 pm
* Represent graduate students and relay messages to the organization
* Bring up issues that concern graduate students & give input during discussions.
* Make reports to the Graduate Council regarding organization news and events

SGA REP

* Attend regular meetings of the SGA senate
	+ If you do not attend, and do not send in an excuse 3 times you will be dismissed from SGA
* 1 hour each week outside of SGA (SGA office hour, attending campus events)
	+ If you miss 5 office hours then you will be dismissed from SGA
* Other miscellaneous mandatory events

FACULTY SENATE REP

* Attend all faculty senate meetings (one meeting each month, varying Thursdays in the month at 3:30pm)
* Relay any relevant information from senate to organization members

BOARD OF VISITORS REP

* Attend all Board of Visitor’s Meetings (September 8-10, December 1-3, March 23-25, June 8-10)
* Speak in front of Board of Visitors to represent graduate student voice and opinions
* Relay any relevant information from Board of visitors to organization members

PRESIDENT’S STUDENT ADVISORY COMMITTEE REP

* Attend all Student Advisory meetings (Contact Dr. Perry for committee contact information and dates)
* Relay any relevant information from Advisory Committee to organization members

\*REPRESENTATIVE POSITIONS ON THIS LIST MAY BE ADDED OR REMOVED AS NEEDED\*

**DIRECTORS**

PUBLIC RELATIONS DIRECTOR

* Monitor and manage the social media accounts (Facebook & Twitter)
* Relay messages regarding the organization meetings and necessary information for Graduate Studies

PROFESSIONAL DEVELOPMENT DIRECTOR

* Organize and plan two professional development opportunities each year (one in Spring and one in Fall)

\*DIRECTORS WILL BE GIVEN TASKS AS NEEDED. ABOVE ARE TWO EXAMPLES OF DIRECTOR RESPONSIBILITIES. THESE ARE COLLABORATIVE PROJECTS AND WILL LIKELY REQUIRE THE WORK OF MULTIPLE MEMBERS TO TAKE ON THESE DIRECTOR POSITIONS\*