

GSA Executive Level Positions

President:

The President of the GSA shall determine agenda for Council, Executive Committee, and Cabinet meetings; shall implement and oversee the execution of all programs, ordinances, and directives established by the Graduate Student Council; shall preside at all regular and called meetings of the Graduate Student Council, the Executive Committee, and the Cabinet; shall serve ex officio on all committees of the Council and the Cabinet; and shall represent the GSA on and off campus. Furthermore, the President shall call meetings of the Council at the request of at least three representatives and may also call meetings at his or her own discretion; shall, with the advice and consent of the Council, shall oversee the policies and procedures of the GSA loan fund program; shall serve as one of the graduate student representatives on the university's Graduate Council; shall submit annually to Council, with the Vice President of Finance, for consideration and approval, a budget proposal for the association; and shall, with the co-signature of the Vice President of Finance or other executive officer, disburse funds from the accounts of the GSA as approved by the Council. The President appoints all Directors with the approval of the Council.

Vice President of Student Advocacy:

The Vice- President of Student Advocacy shall oversee the policies and procedures in the association's efforts to improve student life; coordinate and foster relations with the various organizations and offices of the university community; appoint standing and ad hoc committees for the association, designate chairs for the association's standing and ad hoc committees, appoint representatives to joint committees, and name other representatives to University administration, trustees, faculty, undergraduate, and other groups; shall present nominations to the President and Council for graduate representatives to the ombudsmen selection committees for University Court and Honor Council; and shall preside in the absence of the President. Furthermore, should the President resign the office, withdraw from the university, or cease to be a member of the association in good standing, the Vice President of Student Advocacy shall assume the duties and responsibilities of the office of President. The Vice President of Student Advocacy, along with the Vice President of Finance, also has oversight over all student clubs funded by an independent student tax. The Vice President of Student Advocacy will also oversee and assist the Community Service Director and the Graduate Student Space Director.

Vice President of Community Engagement:

The Vice President of Community Engagement shall oversee the planning and implementation of all Council sponsored programs, services, and social events; shall, with the President, plan, implement, and direct public relations policies and events for the GSA and its Council; shall oversee and assist the Programming Director(s) and the International Student Outreach Director ; shall serve as the association's non-voting representative to the V and W Board, or shall make nominations for a representative to that board, to the President and Council; shall direct the association's congress with

Valhalla; shall coordinate and foster programs of communication and cooperation with the Office of International Students and Scholars, various University cultural organizations, other universities, and governmental entities locally, regionally, and nationally; and shall report external events and information to the Council. The Vice President of Community Engagement shall also organize and lead monthly roundtable meetings with student leaders of on campus cultural organizations. The Vice President of Community Engagement shall appoint the coordinators for Orientation Week and Beer Bike and oversee the planning and implementation of Orientation.

Vice President of Finance:

The Vice President of Finance shall keep all funds of the association in an account approved by the Council and in accordance with university policy; shall disburse funds of the association, upon the authorization of the Council; shall make a current and accurate general report of the association's funds to the Council in its regular meetings; shall submit a complete and detailed report to the Council within the month before annual elections or whenever such a report may be requested by Council; shall provide a written account of the annual report to the Vice President of Administration; and shall submit annually, with the Cabinet, a proposed association budget to the Council for its consideration and approval. This position is also responsible for maintaining an up-to-date budget on the GSA Shared Drive accessible to the Cabinet. The Vice President of Administration, along with the Vice President of Student Advocacy, also has oversight over all student clubs funded by an independent student tax. This officer, shall oversee and assist the Grants Director.

The Vice President of Administration:

The Vice President of Administration shall keep an accurate and current role of Council representatives; shall keep and publish complete minutes of all meetings of the Council, the Executive Committee, and the Cabinet; shall deposit all minutes and other records in the association's archives at the end of term; shall preserve and maintain the association's archives; shall attend to the correspondence of the association and its Council; shall receive, approve, and submit to Council's consideration the petitions of dependent organizations; shall keep a record of all active dependent organizations and their officers. The Vice President of Administration shall oversee and assist the Media Director and Website Director.

The Vice President of Student Development:

The Vice President of Student Development shall assist departmental and school Graduate Student Associations and hold monthly meetings with their leaders; serve as a liaison between departmental and school Graduate Student Associations and the Council; shall coordinate and foster programs of communication and cooperation with alumni; shall serve as the Executive Board liaison to the Council Representatives; and shall oversee and assist the Professional Development Director.

Parliamentarian:

Appointed by the President and approved by the Council, the Parliamentarian shall oversee revisions and additions to the constitution and bylaws of the association; shall maintain an up-to-date edition of the constitution and bylaws of the association; shall advise the President and Council on procedural matters; shall oversee the association's elections and referenda; and shall submit end-of-term resolutions on behalf of the Council. Furthermore, the Parliamentarian presides over the Awards Committee selection process and is responsible for coordinating any and all GSA award ceremonies.

Director Level Positions

Community Service Director:

Appointed by the President and approved by the Council, the Community Service Director shall organize, oversee, and execute on- and off -campus community service events to provide graduate students a means for giving back to campus wide, local, and/or international sources. Community service events and information shall be reported to the Council.

Graduate Student Space Director:

Appointed by the President and approved by the Council, the Graduate Student Space Director shall oversee the use, organization, and programming of the Captain Lounge (aka Graduate Student Lounge). The Graduate Student Space Director is responsible for the upkeep of the Captain Lounge in addition to the office space(s) of the GSA. The Graduate Student Space Director shall assist the Vice President of Student Advocacy in matters of enhancing graduate student space and services on campus. Lounge related events and information shall be reported to the Council.

Professional Development Director:

Appointed by the President and approved by the Council, the Professional Development Director shall coordinate with the Center for Career Development and other relevant professional offices on campus; shall make existing professional programming more accessible and help develop new programming; shall establish and maintain relations with graduate student alumni through outreach; and shall assist the Student Association with mentoring opportunities and programming for graduate students.

Programming Director:

Appointed by the President and approved by the Council, the Programming Director(s) shall assist the Vice President of Community Engagement in planning and implementation of GSA sponsored programs, services, and social events. This officer(s) shall also oversee Beer Bike.

Media Director:

Appointed by the President and approved by the Council, the Media Director shall oversee the advertising and marketing efforts of GSA events: shall document all events on the GSA website and social media accounts.

Website Director:

Appointed by the President and approved by the Council, the Website Director shall maintain and update the GSA website and GSA calendar as needed.

Grants Director:

Appointed by the President and approved by the Council, the Grants Director shall assist the Vice President of Finance as needed with upkeep of the yearly budget; and shall oversee the Grants committee, Grants meetings, and Grants allocation.

International Student Outreach Director:

Appointed by the President and approved by the Council, the International Student Outreach Director shall serve as the primary liaison to the Office of International Students and Scholars; shall meet monthly with the Vice President of Community outreach and leaders of international student organizations; shall be the principal Cabinet member in charge of planning Graduate International Cultural Night and Graduate International Student Orientation.