



General Responsibilities of GSA Officers

- Attend monthly meetings of GSA,
- Serve as liaison for graduate students,
- Bring graduate student concerns to GSA meetings,
- Disperse GSA meeting information to graduate students

President

- Preside at all general and officer meetings,
- Call special meetings as needed,
- Appoint all chairpersons and members to special committees,
- Execute the laws of the GSA,
- Work with Department to set meeting days/dates for upcoming year,
- Work with GSA officers and Departments to develop budget for the upcoming year,
- *Plan and conduct a yearly GSA officer retreat (?)*

Vice President

- Organize the first meeting of the newly elected Officers,
- Develop agenda for GSA meeting three days prior to meeting; send agenda to secretary to disperse to GSA board members,
- Temporarily serving in the President's place in cases of absence or incapacity,
- Assisting the President in the aforementioned duties,
- Coordinate with the Social Committee to plan at least 2 events per semester

Treasurer

- To provide a budget report at each monthly meeting,
- Work with the President and Advisors to develop budget for upcoming year and maintain the GSA budget,
- Apply travel grants, provided by the department,

Secretary

- Take minutes at regularly scheduled meetings,
- Send meeting reminder one week before monthly meeting,
- Send agenda and minutes from prior month to GSA board members three days prior to meeting; copy Department officials,
- Send communications to GSA Officers as directed by the president; copy Department officials,
- Create GSA newsletter for faculty and students

GPSG Senator

- Represent the AGECE GSA with respect to the university-wide Graduate Student Council (GSC) and report those happenings with the department,
- Provide summary of past meetings at each GSA officer meeting

GAC Representative

- Sits on the Graduate Advisory Council (GAC) to provide graduate student perspective on departmental decisions pertaining to graduate students (i.e. curriculum, testing, etc.),
- *Note: The GAC representative must be a PhD student who has completed and passed their qualifying exam and preliminary examinations*

Branding Committee Chair

- Work with the AGECE department to keep the website up-to-date and functional in terms of student profiles and recent events on the home page,
- Maintain the AGECE GSA Instagram account,
- Provide information to secretary about personal branding to include in newsletter

Travel Grant Representative

- Maintains budget and applications of travel grants, provided by department,
- Provide application information to secretary to post in newsletter

Social Chair:



- Develop an itemized budget for supporting the social goals,
- Meet with department to plan orientation events for 2022,
- Coordinate functions, schedule locations of events as necessary

Seminar Committee Chairs (2)

- Seminar committee chair(s) are elected separately at the end of the academic year for a **2 year commitment** (alternating one new chair is elected each year),
- Responsible for managing/planning the seminar series in conjunction with the Seminar Committee Faculty members