GRADUATE STUDENT ASSOCIATION OFFICER RESPONSIBILITIES

General Responsibilities of GSA Board Members:
• Attend monthly meetings of GSA
• Serve as liaison for graduate students in respective colleges
• Bring graduate student concerns to GSA meetings
• Disperse GSA meeting information to graduate students in respective colleges

The President of the Association shall have the following powers and duties:
• Preside at all meetings of the association and of the Board
• Call special meetings of the Association and of the Board
• Appoint all chairpersons and members to special committees of the Association and of the Board
• Execute the laws of the Association
• Serve as representative of the members on the Graduate Faculty Council
• Organize the first meeting of the newly elected Board
• Cast a tie breaking vote
• Work with Graduate College to set meeting days/dates for upcoming year
• Develop agenda for GSA meeting three days prior to meeting; send agenda to secretary to disperse to GSA board members
• Attend Student Senate meetings
• Plan and conduct a yearly GSA officer retreat (lunch, dinner, etc) during the summer preceding the elected year.

Secretary of the Association shall have the following powers and duties:
• Take minutes at regularly scheduled meetings
• Act as the chairperson in the event of the President incapacity or absence
• Should the President seat become permanently vacated, to act as interim President until the Board shall elect a new chairperson.
• Following the secretary, the order of responsibility for filling an absent chairperson's seat shall be:
  • Treasurer/Chairperson of the GREAT committee.
• 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 GC Advisors.
• Send communications to GSA Board members as directed by the president; cc GC advisors
• Provide information to Graduate College to post on website

The Treasurer shall have the following responsibilities and duties:
• To serve as Chairperson of the Graduate Research, Education, and Technology Symposium Committee.
• Solicit funds from the OUHSC Student Association and/or other sources
• To serve as Chairperson of the Ad Hoc Budget Committee.
• To provide a budget report at each monthly meeting.
• Work with the chairperson and Graduate College advisors to develop budget for upcoming year

**The Social Chair Shall Have The Following Responsibilities And Duties:**
• Develop an itemized budget for supporting the social goals of the Board
• Host events for Welcome Week and Graduate Student Appreciation Week
• Coordinate functions, schedule locations of events as necessary
• Develop and implement a program to promote the social welfare of the members of the Association. Appropriate activities may include, but are not limited to: Identifying and advocating legislation affecting graduate students, coordinating volunteer activities, and sponsoring social events for the Members; and
• Provide representation on the Campus Activities Board of the University of Oklahoma Health Sciences Center Student Association
• Responsible for all advertising regarding GREAT including fliers, HSC daily news, and emails.

**The GREAT Committee Shall Have The Following Responsibilities and Duties:**
• Vice-Chair is responsible for the Keynote Speaker, including invitation and itinerary.
• Pre-GREAT Workshops Chair is responsible for planning 2-3 workshops regarding GREAT including workshop subject, invitation of the speakers.
• Career Development Workshop Chair is responsible for determining the format and list of speakers for the workshop, and planning of the workshop/luncheon.