**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
- Represent the Association at the Annual Meeting of the National Association of Graduate and Professional Students. If the chairperson is unable to attend, the chairperson shall appoint an Officer or member of the Board to represent the Association at the Meeting
- Work with Graduate College to set meeting days/dates for upcoming year
- Work with GSA officers and Graduate College advisors to develop budget 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

**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 Graduate Research, Issues, and Awards standing 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
• Create GSA newsletter for faculty and students

**The Treasurer shall have the following responsibilities and duties:**

• To serve as Chairperson of the Graduate Research, Education, and Technology Symposium Committee.
• 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
• Solicit funds from the OUHSC Student Association and/or other sources;
• 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.