

## **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.