

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:

- To preside at all meetings of the association and of the Board;
- To call special meetings of the Association and of the Board;
- To appoint all Chairpersons and Members to special committees of the Association and of the Board;
- To execute the laws of the Association;
- To serve as representative of the Members on the Graduate Faculty Council;
- To organize the first meeting of the newly elected Board;
- To cast a tie breaking vote;
- To attend the monthly Graduate Council meetings;
- Develop agenda for GSA meeting three days prior to meeting; send agenda to secretary to disperse to the Members
- To serve as representative of the Association on the Student Government Association;
- To attend the monthly Student Government Association meetings;
- Work with Graduate College to set meeting days/dates for upcoming year;
- Plan and conduct a yearly GSA officer retreat (lunch, dinner, etc) during the summer preceding the elected year;
- To organize monthly Board meetings; and
- To ensure proper transition of the duties described above

Secretary of the Association shall have the following powers and duties:

- To take minutes at regularly scheduled meetings;
- Disperse meeting agenda to the Members at least 1 day prior to the monthly Association meeting;
- Disperse meeting minutes to the Members no later than 2 business days following the Association meeting;
- To act as the Chairperson in the event of the Chairperson's incapacity or absence;
- Should the Chairperson's seat become permanently vacated, to act as interim Chairperson until the Board shall elect a new Chairperson;
- Following the Secretary, the order of responsibility for filling an absent Chairperson's seat shall be:
 - The Treasurer;
 - Followed by the Social Chair.
- To serve on the Budget Committee; and
- To ensure proper transition of the duties described above

The Treasurer shall have the following responsibilities and duties:

- To take minutes at regularly scheduled meetings in the absence of the Secretary.
- Solicit funds from the OUHSC Student Association and/or other sources;
- To serve as Chairperson of the Budget Committee;
 - The Budget Committee will consist of the Treasurer, the President, the Secretary, the Social Chair, the Chairperson of the Graduate Research, Education, and Technology Symposium, the Sponsor, and a Representative from any OUHSC College Student Association or Council seeking funds.
- To organize at least one annual Budget Allocations Meeting for the assignment of student fee monies as determined by the Budget Committee;
 - OUHSC College Student Associations or Councils seeking funds from the Association must submit their request to the Association's Treasurer prior to the Allocations Meeting
- To provide a budget report at each monthly meeting;
- To provide oversight of the Association's external bank account, debit card, and Venmo account; and
- To ensure proper transition of the duties described above

The GREAT Chair Shall Have the Following Responsibilities and Duties:

- To work in concert with the Graduate College for the planning and execution of the annual the Graduate Research, Education, and Technology Symposium;
- To chair monthly the Graduate Research, Education, and Technology Symposium planning meetings;
- To develop an agenda for every monthly the Graduate Research, Education, and Technology Symposium meeting;
- To select and organize the Graduate Research, Education, and Technology Symposium participation gifts and speaker gifts;
- To perform as the Master of Ceremonies for the Graduate Research, Education, and Technology Symposium Awards Ceremony;
- To serve on the Budget Committee; and
- To ensure proper transition of the duties described above

The Social Chair Shall Have the Following Responsibilities and Duties:

The Social Chair shall have the following responsibilities and duties:

- To develop an itemized budget for supporting the social goals of the Board
- To host events for Welcome Week and Graduate Student Appreciation Week;
- To coordinate functions and schedule locations of events as necessary;
- To provide representation on the Campus Activities Board of the University of Oklahoma Health Sciences Center Student Association;
- To promotes Graduate College, Association, and Student Government Association events to the Members;
- To serve on the Budget Committee; and
- To ensure proper transition of the duties described above

The Community Service Chair shall have the following responsibilities and duties:

- To coordinate volunteering events for the Members;
- To assist the Members with Sooner Standard;
- To serve as an OUHSC Big Event Site Coordinator;
- To organize teams for philanthropic events such as, but not limited to, Children's Hospital Adopt-a-Patient and Walk2End Alzheimer's; and
- To ensure proper transition of the duties described above

The Public Relations Chair shall have the following responsibilities and duties:

- To develop and distribute the graduate student survey;
- To maintain all Association social media accounts;
- To design flyers for Association events, including the Graduate Research Education and Technology Symposium and monthly meetings; circulate advertisements using, but not limited to, the Association social media, email, HSC daily news, and bulletin board postings.
- To organize the logo competition for the Graduate Research, Education, and Technology Symposium; and
- To ensure proper transition of the duties described above

The GREAT Committee Shall Have the Following Responsibilities and Duties:

- **The Vice-Chair shall:**
 - Create a theme for the symposium;
 - Identify and invite the Keynote Speaker;
 - Develop an itinerary, and serve as handler for the speaker on the day of the keynote address.
 - Ensure proper transition of the duties described above
- **The Pre-GREAT Workshops Chair shall:**
 - Plan at least 3 workshops to take place in the weeks prior to GREAT;
 - Identify and invite speakers;
 - Create advertisements, and feedback surveys for each workshop.
 - Ensure proper transition of the duties described above
- **The Career Development & Cultural Awareness Workshop Chair shall:**
 - Determine the format and list of speakers for a workshop focused on potential career paths for graduate students;
 - Invite speakers
 - Work with the Office of Diversity and Inclusion to determine the format and speaker for a workshop regarding cultural awareness and highlighting diversity and inclusion in graduate education
 - Ensure proper transition of the duties described above

- **The Interdisciplinary Research and Education Chair shall**
 - Attend all interdisciplinary student council (ISC) meetings and report updates to the Association;
 - Promote and facilitate graduate student participation in interdisciplinary events on campus including, but not limited to All Professions Day;
 - Work with the Interprofessional Educators and Practitioners Association (IEPA) to make interdisciplinary events relevant to graduate students;
 - Work with the IEPA to identify and host a guest speaker on the topic of interdisciplinary, translational research for the GREAT Symposium;
 - Solicit funds from the IEPA, the Association, and/or the Graduate College to fund this event.
 - Contact Section Chiefs within the College of Medicine to solicit involvement of residents and fellows during the GREAT Symposium;
 - Reach out to Deans of all Colleges to solicit involvement of other students on campus who are conducting research