2013-2014 GSG Leadership Expectations

Executive Committee: President, Vice President, and Treasurer

Central Committee: Executive Committee, Senators, and Directors of Outreach

Optional Subcommittees:

Budget Subcommittee: Reviews GSG budget, student organization/PEG requests (as needed), and produces educational materials for student organizations/graduate students.

Planning Subcommittee: Plans GSG Social, Leadership Symposiums, GSG Presidential/VP Debates, etc.

Selections Subcommittee: If ever there is an vacancy in GSG or a University Committee GSG seat, the selections committee will send out applications, conduct interviews, and select replacements (as needed).

Publications Subcommittee: Responsible for getting the GSG name out in the Buchtelite, Email Digest, Zipmail, produce a newsletter per semester, and develop all the marketing communications to be distributed on paper or by email.

Elections Committee: Revise and uphold the Elections Rules during the GSG general elections (*may not be a candidate in the upcoming election).

All GSG Meeting: Central Committee + Department Representatives

Quorum: Quorum to conduct business at meetings shall be a minimum of two Executive Officers, and ⅔ of the sitting Senators
**President**

*Constitution Description:* The President shall be the principal executive officer and shall supervise and control all of the business and affairs of the GSG. The President is responsible for corresponding between all constituencies.

- **GSG Committee Membership**
  - Executive Committee
  - Central Committee
- **Required Meeting Attendance**
  - Semester
    - All GSG Meeting
    - SOuRCE student organization training (Fall only)
  - Monthly
    - Central Committee Meeting
    - University Council
    - Faculty Senate
    - Graduate Council
    - University Diversity Council
  - Weekly
    - Executive Committee Meeting
- **Reports to:** The Executive Committee and GSG Faculty Advisors
- **Responsibilities:**
  - Act as liaison between GSG and UA administration
  - Contact sponsors, presenters, and attendants of GSG events
  - Send emails via the Graduate School to the graduate students
  - Directors of Outreach main contact
  - Miracle Awards contact
  - Sign off on graduate/blended New Student Organizations
  - Reply to the main GSG email
  - Assists with GSG budget
  - Oversees GSG bylaws revision
**Vice President**

Constitution Description: In the absence of the President, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as may be assigned to him by the President when not acting as President.

- **GSG Committee Membership**
  - Executive Committee
  - Central Committee
- **Required Meetings Attendance**
  - **Semester**
    - All GSG Meeting
    - SOurCe student organization training (Fall only)
  - **Monthly**
    - Central Committee Meeting
  - **Weekly**
    - Executive Committee Meeting
- **Reports to:** The Executive Committee
- **Responsibilities:**
  - Technology (Facebook, OrgSync, Website, Twitter, Linkedin)
  - Main contact with Anthony Serpette
  - Document Organization
  - Check GSG voicemail and contact necessary parties
  - Senators main contact
  - Note taker at Executive and Central Committee meetings
  - Keep accurate contact information for all GSG members
  - Assists in GSG bylaws revisions
  - UDS contact
  - Room reservation contact
**Treasurer**

Constitution Description: The Treasurer shall have charge and custody of and be responsible for all funds and budgets of GSG. The Treasurer is also responsible for maintaining, reviewing, and revising EAF/SAF/PEG processes and policies and shall perform such other duties as may be assigned to him by the President.

- **GSG Committee Membership**
  - Executive Committee
  - Central Committee
- **Required Meetings Attendance (reports required, see below)**
  - Semester
    - All GSG Meeting
    - SOuRCe student organization training (Fall only)
  - Monthly
    - Central Committee Meeting
  - Weekly
    - Executive Committee Meeting
- **Reports to:** The Executive Committee
- **Responsibilities:**
  - Oversees GSG budget
  - Review all PEG, Travel and Event applications
  - In charge of GSG SORF, Visa, and reimbursements
  - Assists in GSG bylaws revisions
**Senator**

Constitution Description: There shall be one Senator from each graduate degree granting college within The University of Akron to represent the interests of the graduate population within the college. The current edition of the Graduate School Bulletin shall serve as a complete listing of eligible colleges.

- Committee Membership
  - Central Committee
- Required Meetings Attendance
  - Semester
    - All GSG Meeting
  - Monthly
    - Central Committee Meeting
    - College Representation Meeting (Chair)

- Reports to: GSG Vice President

- Responsibilities:
  - Appoint department representatives for EACH graduate department in respective college
  - Establish and maintain communication with department representatives
  - Meet at least monthly with your department representatives
  - Report at the Central Committee meeting about what your college is doing/how we can collaborate with your college

Graduate Student Government Revised: 01-28-2014
**Department Representative**

Constitution Description: N/A

- Committee Membership
  - GSG Subcommittee (if desired)
- Required Meetings Attendance
  - Semester
    - All GSG Meeting
- Reports to: Respective College Senator
- Responsibilities:
  - Maintain communication with college senator
  - Produce a monthly department report (to be submitted to the college senator at the monthly meeting)
  - Meet at least monthly with your college senator
  - If able, attend department faculty meetings
Director of Outreach, Undergraduate

Constitution Description: N/A

- Committee Membership
  - GSG Central Committee
  - LIFE Awards Planning Committee GSG representative
  - SpringFest Planning Committee GSG representative

- Required Meetings Attendance
  - Semester
    - All GSG Meeting
  - Monthly
    - Central Committee Meeting
    - First formal Undergraduate Student Government (USG) Senate Meeting of the month
    - First USG ad-team of the month
  - TBA (scheduled by Student Life)
    - LIFE Awards Planning Committee meetings
    - SpringFest Planning Committee meetings

- Reports to: GSG President

- Responsibilities:
  - Establish and maintain communication with USG
  - Work with the Graduate School and the Office of Graduate Student Development to outreach to undergraduate students
  - Report at the Central Committee meeting about what USG is doing/how GSG can collaborate with USG
**Director of Outreach, Alumni**

Constitution Description: N/A

- Committee Membership
  - Central Committee
  - Homecoming Planning Committee
- Required Meetings Attendance
  - Semester
    - All GSG Meeting
  - Monthly
    - Central Committee Meeting
  - TBA (scheduled by Alumni Relations)
    - Homecoming Planning Committee meetings
- Reports to: GSG President
- Responsibilities:
  - Establish and maintain an up-to-date GSG and graduate student alumni database
  - Produce an alumni fundraising/donation strategy
  - Report at the Central Committee meeting about what Office of Alumni Affairs is doing/how we can collaborate with them
**Director of Outreach, Community**

Constitution Description: N/A

- Committee Membership
  - Central Committee
  - EJ Thomas Network
  - Akron Arts Museum
  - Safety Task Force
- Required Meetings Attendance
  - Semester
    - All GSG Meeting
  - Monthly
    - Central Committee Meeting
  - TBA
    - EJ Thomas
    - Akron Arts Museum
    - Safety Task Force
- Reports to: GSG President
- Responsibilities:
  - Produce a community fundraising/donation strategy
  - Report at the Central Committee meeting about what is happening in the community (opportunities, volunteer/civic engagement, runs, benefits, parades, local restaurants, sporting events, information on arts, etc) and how we can collaborate with the outside community.
Director of Outreach, Student Organizations
Constitution Description: N/A

- Committee Membership
  - Central Committee

- Required Meetings Attendance (*reports required, see below)
  - Semester
    - All GSG Meeting
    - SOuRCe student organization training (Fall only)
  - Monthly
    - Central Committee Meeting

- Reports to: GSG President

- Responsibilities:
  - Report at the Central Committee meeting about what student orgs are doing/how we can collaborate with them
  - Assist with connecting established student organizations to the campus community
  - Sign off on New Student Organization applications with GSG President