



## **Executive Leadership Official Responsibilities**

### **President**

- Preside as the chief executive officer and chair the Executive Board
- Represent as the official representative of the Graduate Student Association and the graduate student body.
- Communicate regularly with the Graduate School staff (i.e. Roxane, Joy, Brian)
- Participate in Graduate Student Orientation in the Fall (mid-August)
- Attend Chancellor's Leadership Retreat in Fall
- Attend Graduate Council meetings regularly (once per month) during the academic year
- Represent and serve on special university committees (as requested) or appoint appropriate delegates
- Lead goal-setting discussions with the officers over the summer
- Oversee all organization operations including appointing committee members and committee progress
- Complete paperwork for the RSO (Recognized Student Organization) re-recognition process and ensure the continuity of GSA
- Attend GSA Executive Board meetings (once per month)
- Preside as the parliamentarian and keep order at all official meetings
- Schedule and organize professional development workshops (i.e. grant funding, thesis formatting, social events)

6 hours per month – \$1,000 per year

### **Vice President of Travel & Finance**

- Manage travel@wcu.edu email account
- Schedule and organize GSA Executive Board meetings
- Serve as the point of contact for travel grant awards and chairperson the application review committee with the Graduate School staff and the Executive Board
- Maintaining a complete, accurate, and up-to-date record of all expenditures, deposits, and receipts related to travel grant expenses
- Maintaining a complete, accurate, and up-to-date record of all expenditures, deposits, and receipts related to the organization's operating expense
- Serve as the organization's fundraising chairperson and oversee any fundraising committees established, if applicable
- Attend GSA Executive Board meetings (once per month)
- Attend Graduate Council meetings (in place of President) throughout the academic year
- Plans and implements one event per semester

4-5 hours per month – \$750 per year

#### **Vice President of Public Relations**

- Manage gsa@wcu.edu email account
- Maintain GSA social media presence
- Represent GSA at special events in the absence of the President
- Oversee membership involvement strategies
- Attend Graduate Council meetings (in place of President) throughout the academic year
- Attend GSA Executive Board meetings (once per month)
- Communicate regularly with Marketing and Recruitment staff in Graduate School
- Make posts to promote Graduate School events (open houses, student spotlights)
- Plans and implements two events per semester

4-5 hours per month – \$750 per year

#### **Vice President of Student Advocacy & Affairs**

- Serve as the liaison with the Student Government Association
- Represent GSA with the Department of Student Community Ethics (DSCE) and become a trained university conduct hearing officer to potentially serve on the hearing board
- Represent GSA at special events in the absence of the President
- Schedule and organize Graduate Student Senate meetings every month (if applicable)
- Serve as the chair of the Graduate Student Senate (if applicable)
- Support and maintain a communication network for graduate student alumni
- Attend GSA Executive Board meetings (once per month)
- Attend Graduate Council meetings (in place of President) throughout the academic year
- Plan and implement events or programs related to graduate student advocacy (i.e. listening sessions, social events)

4-5 hours per month – \$750 per year

#### **Vice President of Diversity, Equity & Inclusion**

- Strategic oversight of education and support programs tailored toward diversity, equity, and inclusion, and developing a positive culture within the graduate school
- Serve as the liaison with the Chief Diversity Officer or its equivalent to develop recruitment strategies and increase minoritized student enrollment as defined by the EEO law
- Addresses concerns related to equality, inclusion, and student safety through all campus programs
- Collaborate with the VP-PR to create posts (via Instagram, Facebook, etc.) to promote diversity & inclusion
- Chair and implement an *ad hoc* (temporary) graduate student diversity committee to help achieve goals/initiatives (up to the discretion and approval of the President and elected officer) that will be dissolved at the end of term or the discretion of VP-DEI
- Attend GSA Executive Board meetings (once per month)
- Attend Graduate Council meetings (in place of President) throughout the academic year
- Plans and implements at least one event per semester

4-5 hours per month – \$750 per year

**Biltmore Park Liaison**

- Attend GSA Executive Board meetings (once per month)
- Find strategies to increase GSA presence in Biltmore Park
- Bring concerns from Biltmore Park students to the attention of the executive board
- Assist the President and executive board on other tasks as needed
- Plans and implements one event per semester

3-4 hours per month – \$500 per year

**Chief of Staff**

- Serve as the office assistant of the leadership team and report directly to the President
- Record all minutes for all executive board meetings
- Maintaining all official documentation of the Graduate Student Association, including the constitution and any amendments
- Complete all event registration request and assist with location/venue requests
- Maintaining a complete, accurate, and up-to-date record of all expenditures, deposits, and receipts related to the organization's operating expense with the VP-T&F
- Attend GSA Executive Board meetings (once per month)

3-4 hours per month – \$500 per year