

## **GRADUATE STUDENT ASSOCIATION**

### **Invitation to Serve**

The Graduate Student Association serves to the needs of, advocate for the interests of, and foster collaboration among graduate students at The University of Alabama. GSA serves as a representative organization promoting graduate student interests on UA's campus.

As a member of the Executive Committee, you will have the opportunity to:

- Establish a strong working relationship with the Graduate School administration
- Develop an intimate familiarity with programs, priorities, and services of the Graduate School
- Bring your interests, talents, and resources to advance the mission and programs of the Graduate School and to expand the horizons of the Committee, and the Graduate Students.

Through work with the committees and with the Graduate School administration, you will help GSA fulfill its mission, roles, and responsibilities, which include:

- Providing support, advice, and counsel to the Dean of the Graduate School, and the President of the University, to sustain the success and wellbeing of the Graduate School and its students;
- Promoting cohesiveness between the various graduate-level programs at UA and encouraging collegiality among all graduate students.
- Supporting and promoting an atmosphere of mutual respect and professional development within the University.
- Making recommendations to the Graduate School on behalf of all UA graduate students.
- Increasing graduate student representation within University, faculty and UA system wide committees.
- Supporting the professional development of graduate students.
- Advancing the public image and prestige of both graduate students and the UA as a collective unit.

Service on the Executive Council is a great gift to the Graduate School and its current and future students, and we hope it will be an enriching experience for you.

## **Duties of Executive Council**

Service on the GSA Executive Council includes the following responsibilities:

### **President**

- This is a position that has a half-assistantship in recognition of the time commitment.
- Exemplifies the mission of the GSA and actively represents the GSA in a multitude of forums and environments wherever necessary.
- Proactively seeks to resolve the concerns of the graduate student community and continually engages the Board to develop resolutions to concerns as well as professional development efforts.
- Routinely communicates with organizational advisors, the Dean of The Graduate School, and Graduate Council.
- The President is asked to speak at numerous events throughout the year, and advocate for graduate student life and governance at UA.
- Responsible for presiding over all meetings of the GSA and setting the agenda for Executive Board sessions.

### **Executive Vice President**

- Assists the President in performing their duties when necessary.
- Should the President be absent, resign or become unfit to serve his office in any way, the Vice President shall act as President until the matter is resolved by reinstatement or election of a new candidate.
- The Vice President has the added responsibility of working with the Executive Board in preparing a variety of efforts and initiatives to further the goals of the GSA and to enhance the experience of the graduate student community.
- To supplement this role, the Vice President establishes new points of contact and maintains existing relations with graduate student organizations.

### **Vice President of Innovations**

- The Vice President of Innovations enhances the student experience on and off campus through events and activities.
- Primarily handles event planning pertaining to graduate students. They will acquire feedback, as well as recruit volunteers for events, promotions, initiatives, and special projects that pertain to undergraduate students.
- Creates engaging and safe events and work in collaboration with the Graduate School and other Graduate Student Organizations.

### **Vice President of Fiscal Affairs & Awards**

- All proceedings dealing with budget management and allocation as well as reports on financial standings of organizations housed within or along with the GSA are the direct purview of the Finance Officer.
- In order to process budget requests for the organization, the Finance Officer works directly with the Graduate School's Director of Administration to appropriations funds.
- The Vice President of Fiscal Affairs & Awards keeps records of expenditures and revenue from the GSA's account.

**Vice President of Communication**

- The Vice President of Communication handles all internal and external GSA correspondence. He or she, along with the President and Vice President, communicate with the Graduate Delegates to keep them updated of activities and concerns.
- Engages in data tracking, organizing materials and presenting this material to various stakeholders of the organization and campus.
- Handles publicity of upcoming activities and events through website, listserv, and social media.
- Consistently updates the graduate student community of initiative and activities of the GSA to promote interest.
- Must be engaged with each individual graduate organization and assisting them with their promotions through GSA outlets.