

## PRESIDENT:

The president functions as the political figurehead of the graduate student body and serves as a liaison to the faculty and, in particular, communicates regularly with the department chair, the director of graduate studies, and the director of undergraduate labs in regards to issues related to both global departmental affairs and specific concerns of graduates. Such topics include but aren't limited to course requirements, stipend levels, graduate assistant duties, departmental reputation, and policy documentation and enforcement. Because there is little to no oversight of presidential duties, the president should initiate (and enjoy) regular conversations with the faculty and students about such issues. When asked to represent graduate student opinion on an issue that is unfamiliar to the president's personal experiences and conversationally verified student opinion, the president should survey the student body (either through email or meeting) in order to ascertain both the general opinion and specific exceptions to the majority.

When presented with an unresolved issue of the student body, it is the president's duty to determine and enact an amenable solution through whatever means necessary. This can involve but is not limited to setting up meetings with various deans in the university, involving the GPSF, determining which positions within the university affect said issue, and contacting persons in said positions to plead the case of the graduate student body in the department. In addition, the president should determine, either on his/her own or with the assistance from the rest of the GSA, how other departments both within and outside the home institution deal with the issue. The president should also conduct regular informal meetings with the vice president, the graduate affairs officers, and the GPSF senator to discuss such issues of high importance.

Finally, the president should provide assistance to the other offices of the GSA when requested. In particular, the president can be asked to speak at graduate affairs meetings and at faculty meetings on the graduate student body's behalf, represent the GSA to prospectives and new students, attend social functions, and resolve personal grievances on a large range of issues. Also, in the case that other offices of the GSA do not fulfill their duties for whatever reason, it is the duty of the president to either absorb said duties into the presidency or appoint a new officer to act in the place of the officer in question.

## VICE PRESIDENT:

Due to the rather large and intangible nature of the list of presidential duties, the vice president's duty is simply to assist the president and act as the president when the president cannot, for whatever reason, accomplish all of his/her duties alone. Also, the vice president has the authority to act autonomously in said tasks if it is felt that the president is either absentee in his/her duties or not representative

of the graduate student body as a whole. Formally, the grievance officer position at the departmental level will be absorbed into the vice presidency, but in general, grievances can be taken to and settled by anyone in the administrative council.

## ADMINISTRATIVE OFFICERS:

In general, the administrative officers are the record keepers and organizers of the GSA. The officers will be responsible for collaborating with all other officers in keeping the graduate student body informed about GSA events and issues. In particular, the administrative officers may be responsible for sending informative departmental emails, keeping a GSA calendar, and event scheduling based upon assessments of student availability (most importantly for the annual GSA meeting). Formal duties will include creating and maintaining records of GSA meetings, office appointments, graduate affairs meetings, and faculty meetings in which the GSA takes part. The administrative officers will also keep the graduate student body informed on official and unofficial business in the department as it pertains to both incoming and current graduate students, and thus must make it their business to stay particularly well informed.

Other duties will include maintaining a reasonable amount of publicly accessible data about and for the GSA in the form of a website and continuing the long tradition of an informal graduate student handbook. This handbook can include, but is not limited to, old homework and tests, old qualifying exam problems, a scrapbook of graduate student history, pass codes for the various locked doors in Phillips, advice from previous classes, old stipend and tuition information, and a list of useful websites. Because the administrative officers will function as the information keeper of the GSA, the officers must also make it their business to know where to go or who to ask within the department for particular types of information.

Finally, the administrative officers will be responsible for collaborating with the social officers, the outreach officers, and the prospective liaisons in helping them to gather and disseminate information pertinent to the activities they are responsible for planning and facilitating, with perhaps the most important pieces of information being the amounts of money and blocks of time that are allocated and allowed for event planning. In particular, all GSA incoming and outgoing monetary holdings should be recorded and monitored by the administrative officers, and the officers will consult the administrative council to approve activities which will involve usage of said funds.

## GRADUATE AFFAIRS OFFICERS:

The graduate affairs officers' main roles are to meet with the graduate affairs committee biannually. This committee is determined annually by the faculty and has classically been composed of three faculty members, in the past few years though, the number of faculty members has grown significantly. Therefore, if the two graduate affairs officers feel outnumbered they are more than welcome to invite other members of the administrative council to join them. Specific duties

fundamental to the main role are as follows: asking the committee to meet if there are issues on the table pertinent to the graduate student body that need addressing, holding an active dialogue with the rest of the administrative council and key faculty members on such issues throughout the year, creating written proposals to be heard by the faculty both as it is present in the committee and at large, and presenting these proposals at committee meetings and at faculty meetings if allowed.

**GPSF Senator:**

Represent the Physics and Astronomy department at monthly Graduate and Professional Student Federation meetings. Meetings are held normally the first Tuesday of every month from 5:30-7pm. If the Senator attends 6 or more meetings, they receive a departmental allocation from GPSF. The Senator will receive additional allocations for serving on a GPSF committee. The Senator is also responsible for relaying information from GPSF about events, issues, awards and services that concern the P&A graduate community. This information is provided at meetings and through email correspondence from GPSF.