Principal Officer Elections

Spring 2013
Outline

• Description of Principal Officer positions:
  – President
  – Vice-President
  – Treasurer
  – Secretary

• Eligibility for Principal Officer positions

• Nomination Procedure

• Voting Procedure
GSG President
Duties of the President

• Calls & chairs meetings of the GSG and Executive Board
• Prepares & distributes agenda for all GSG meetings
• Serves as a liaison to the Dean of the Graduate School & the Michigan Tech administration
• Represents or assigns an appropriate delegate (liaisons) to various other organizations on campus
Duties of the President Cont.

- Identifies and investigates issues, questions, and concerns of graduate students
- Responsible for 20 hours per week of work for GSG
- Holds at least 5 office hours per week
- Manages the all-Michigan Tech Graduate Student listserv, approving or rejecting messages to be sent to the student body
Duties of the President Cont.

• Coordinates the Transition Dinner to include both current and newly elected members of the Executive Board
• Trains the incoming President prior to vacating the position
• Is a voting member of GSG
GSG Vice-President
Duties of the Vice-President

• Assumes the duties of the President in their absence
• Succeeds the President should the office become vacant
• Assumes any projects delegated by the President that do not fall under the duties of a standing committee
• Administrators of the First Contact Program
Duties of the Vice-President Cont.

• Solicits applications and recommends candidates for the Softball Coordinator position
• Monitors the state of graduate student health insurance at Michigan Tech
• Represents GSG on any health-related University committees
• Develops recommendations for GSG on health programs
Duties of the Vice-President Cont.

• Oversees and assists Committee Chairs
• Trains the incoming Vice-President prior to vacating the position
• Is a voting member of GSG
• Holds regular office hours each week
GSG Treasurer
Duties of the Treasurer

• Maintains all financial records for GSG
• Maintains a current, computerized budget and account transaction info for each budget expenditure
• Reconciles any discrepancies between GSG records and Michigan Tech accounting records
• Maintains the current GSG checking account and resolves any discrepancies in a timely manner
Duties of the Treasurer Cont.

• Provides updated reports regarding GSG’s financial status at each regularly scheduled meeting
• Provides monthly reports to each committee chair of their budget status
• Administers the GSG Travel Grants Award Program
  – Assist applicants
  – Oversee selection of winners
  – Handle any correspondence necessary with these awards
Duties of the Treasurer Cont.

• Chairs the Ways & Means Committee
• Plans the next session’s budget in conjunction with the Executive Board
• Submits an annual proposed budget to the GSG for approval
• Trains the incoming Treasurer prior to vacating the position
• Is a voting member of GSG
• Holds regular office hours each week
GSG Secretary
Duties of the Secretary

• Attends and takes accurate minutes at GSG and Executive Board meetings
• Arranges for a temporary replacement to take minutes during any regularly scheduled meeting they will be absent from
• Keeps accurate records of absences from GSG and Executive Board meetings
• Informs the Executive Board of any attendance-based violations
• Ensures publication of the minutes according to the Bylaws
Duties of the Secretary Cont.

• Makes nametags for GSG meetings
• Coordinates with the PR Chair to maintain current records of the Constitution, Bylaws, and archives on a monthly basis:
  – GSG meeting minutes
  – Legislative records
  – GSG contact list
  – Representative committee and liaison assignments
Duties of the Secretary Cont.

• Keeps the GSG listservs up to date
• Oversees the annual GSG elections
• Compiles Meet and Greet feedback
• Assists University departments in the election of GSG representatives
• Trains the incoming Secretary prior to vacating the position
• Is a voting member of GSG
• Holds regular office hours each week
Eligibility

• Who is eligible to be a Principal Officer?
  – Current GSG representatives
  – Current Principal Officers
  – Current Committee Chairs

• Who is not eligible?
  – Members at large
Nomination Procedure

• How do I nominate someone or myself to be a Principal Officer?
  – Email Amberlee (aslifer@mtu.edu)
  – You can make a nomination during today’s meeting
  – You can make a nomination just before we vote on March 18th

• You do not have to accept a nomination!
Voting Procedure

• The GSG will vote for Principal Officers on Monday, March 18th
• Nominees will be asked to give a brief speech prior to voting
• Voting will occur in this order:
  – President
  – Vice-President
  – Treasurer
  – Secretary
Outline

- Description of Committee Chair duties
- Description of each committee:
  - Public Relations Chair
  - Social Chair
  - Academic Chair
- Eligibility for Committee Chair positions
- Nomination Procedure
- Voting Procedure
Committee Chair Duties (All)

- Attend Eboard meetings & present their reports on their committee’s progress
- Delegate committee work fairly and equally among committee members
- Maintain an archive of any business transacted, procedures, and documents developed for their committee.
  - These documents are submitted to the PR chair for archival purposes
- Committee chairs are eligible to vote
- Keep regular office hours in the GSG office
Public Relations Committee

Charge:
- Promote an awareness of GSG among the University community, through creating professional publications and performing media outreach campaigns

Update and maintain the GSG website
- Project & event announcements
- Approved meeting minutes
- Archives
Public Relations Committee

- Respond to requests made through the general GSG email account
- Assist other committees with publication materials
- Maintain a current list of representatives, liaisons, and committee assignments (with Secretary)
- Maintain and publicize up-to-date records of the GSG office hour schedule
- Maintains working relationship with Alumni Association
Social Committee

6

• **Charge:**
  ○ Oversee the development and running of GSG social events and research new programs, events, and other means of building community among graduate students

• Investigate and develop recommendations for GSG on social issues related to graduate students

• Organize at least 2 campus-wide graduate student social events each fall and spring semester
Social Committee

- Organize and run a special orientation social at the beginning of the fall semester
- Work with PR chair to publicize all social events
- Organize and supervise any social aspects of GSG meetings (provide food and drink)
- Assist other committees with social-organizational aspects (ordering food, scheduling rooms, etc.)
Academic Committee

- **Charge:**
  - Oversee the development and running of GSG programs and research possible new programs and opportunities aimed at providing personal, professional, and intellectual development for graduate students

- Investigate and develop recommendations for GSG on academic issues related to graduate students
• Organize and run the annual Graduate Research Colloquium
• Organize and run Graduate Professional Development Day each fall
• Organize and run at least 3 lunch-n-learn seminars each fall and spring semester
• Organize and run the Merit Awards Program
• Organize and run the GRC Banquet
Eligibility

Who is eligible to be a Committee Chair?
- Current GSG representatives
- Current Principal Officers
- Current Committee Chairs

Who is not eligible?
- Members at large
How do I nominate someone or myself to be a Committee Chair?

- Email Amberlee (aslifer@mtu.edu)
- You can make a nomination during today’s meeting
- You can make a nomination just before we vote on April 1st

You do not have to accept a nomination!

You can self-nominate.
Voting Procedure

- The GSG will vote for Committee Chairs on Monday, April 1st
- Nominees will be asked to give a brief speech prior to voting
- Voting will occur in this order:
  - Academic Chair
  - Public Relations Chair
  - Social Chair