

# 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 18<sup>th</sup>
- You do not have to accept a nomination!

# Voting Procedure

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

# A Guide to Committee Chair Elections



**Voting: April 1, 2013**

# Outline

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- 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)

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- 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

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- 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

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- 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

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- 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

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- 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

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- 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

# Academic Committee

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- 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

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- Who is eligible to be a Committee Chair?
  - Current GSG representatives
  - Current Principal Officers
  - Current Committee Chairs
- Who is not eligible?
  - Members at large

# Nomination Procedure

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- 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

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- 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