

President

The president resides over the officer's committee and must hold regular meetings to give officers the support that they need. He/she is the main contact between the Graduate School and graduate students. He/she is a voting member of the Graduate Council, and must attend these meetings.

Vice-President

The vice-president will be in charge of special projects given by the president and officer's committee. He/she will run meetings/events in the president's absence and will take over the president's position if the president is unable to fulfill his/her duties. The vice-president will also preside over the GSA Senate and report back to the president and officer's committee.

Secretary

The secretary is responsible for advertising events by way of email, flyers, facebook, etc. He/she must feel comfortable contacting department secretaries, The Collegian, and whoever else is required in GSA's advertising efforts. He/she is also responsible for maintaining an attendance list of members and minutes at general meetings and Senators at GSA Senate meetings.

Treasurer

The treasurer is responsible for maintaining the GSA budget. He/she will help prepare the SA allocation packet in the fall, and work with the officers to distribute the allocation money among the planned activities. He/she will update the budget and is in charge of handling reimbursements.

Webmaster

The webmaster is in charge of keeping the GSA website up to date. He/she will also play an important role with maintaining the Research Colloquium website. The webmaster must be involved in all aspects of GSA, so it is encouraged that he/she also holds another office within GSA; he/she should attend all officers meetings.

Colloquium Co-Chair (2)

Colloquium Co-Chairs coordinate the Annual Student Research Colloquium. Co-Chairs are responsible for the following: help develop and circulate event materials/information campus-wide, coordinate sponsorships from university offices for event expenses/awards, assign duties to and coordinate student volunteers, staffing and setup during week of the event, and helping the Graduate School office with additional duties as needed.

Next year's Colloquium will be held jointly with the annual AAAS-SWARM Regional Meeting, allowing Co-Chairs an opportunity to help organize a national research conference and help coordinate outside participants from across the country. Term of office runs from September 2008– April 2009.

Event Coordinator

The event coordinator is in charge of the events calendar. He/she must be interested in coordinating both social and developmental events. He/she will oversee the planning of the events and will delegate tasks as needed to the other officers. All event planning is considered a group effort by the GSA officers.