

Executive Board

President: The president is responsible for setting the senate's agenda, managing the meetings, and for whatever products are put forward to higher levels of shared governance from the GPSS. They should empower the constituents to lead the legislative agenda by facilitating robust discussions about issues that energize the graduate students and champion that agenda once it leaves the senate. This position should be taken with an ethos of democracy, transparency, and accountability to the whole graduate student body.

Time commitment: 5-10 hours per week

Vice President: The VP is the catch-all role. Those who take on this position should be prepared to perform any task that ensures the functioning of the GPSS as a body. Core responsibilities involve: maintaining Senate membership, curating the minutes, keeping attendance and records, and organizing people. The main goal of the VP is that the Senate itself is organized, efficient, and following best practices for university governance. Ideally, the person who fills this role should be steadfast in their commitment to graduate student values and good at negotiating complex relational networks between admin, grad students, and The Senate.

Time commitment: 6-8 hours per week

Director of Communication: The communications director is responsible for maintaining and updating the GPSS website (using Ensemble) and social media accounts (Facebook, Twitter, Instagram, LinkedIn). This includes advertising events and programs, providing Senate meeting information, posting Resolutions, minutes, and briefs in a timely manner, and responding to any messages received on social media. They also work with the VP to write formal minutes for each Senate meeting and distribute Senate briefs. Familiarity with Canva (or a similar tool) is suggested.

Time commitment: Roughly 5 hours per week – more on Event weeks

Director of Advocacy: As a new position the director of advocacy has the opportunity to define their role but currently it is twofold. The first is to facilitate the formation of departmental-level graduate student groups and to assist them in building a community of graduate students, advocating for themselves within their own departments, and fostering democratic involvement of all students. The second is to identify and coordinate issues raised by graduate students and find ways to make them concrete, actionable items with a path forward to implementing solutions.

Time commitment: ???

Director of Events: The director of events plans 1-2 high attendance events (500+ attendees) and several smaller events (less than 100 attendees), depending on their capacity and preferences. In addition, the person in this position works with event planning committee members and VT administrators for logistical support of events. The amount of time per week fluctuates depending on the upcoming events. The person in this position also attends all general assembly and e-board meetings and has the option to serve on university committees as well.

Time commitment: 2-3 hours average, 10+ hours on event weeks – depending on event.

Director of Finance: The Director of Finance position has two main roles: Treasurer of GPSS and Chair of the Graduate Student Budget Board. As the treasurer of GPSS, I maintain the finances of the Senate. This includes maintaining a yearly budget, requesting payment from the controller's office for vendors, being in charge of the finance committee, requesting yearly funding from SBB, and meeting with graduate office/Student Engagement and Campus Life (SECL) as needed. Overall, the workload for this part of the job is around 2 hours/week.

As the chair of GSBB, I oversee the student budget board allocation process for Registered Graduate Organizations. This entails facilitating GSBB meetings, maintaining through records, reviewing requests, finalizing requests, and attending meetings (with the chair of Student Budget Board, SECL advisor, USS Director of Finance) as required. Overall, the time commitment for this part is around 6-10 hours per week.

Time commitment: 8-12 hours per week

Director of Programs: Responsible for maintaining the various GPSS enterprises including, but not limited to: The Travel Fund Program, Graduate Research Development Program (GRDP), Graduate Research Symposium (GSARS), Cap and Gown Loan Program, and the Poster Tube and Presenter Program. This role also works closely with the rest of the executive board and Director of Events and Director of Communications to ensure awareness of the programs and coordinate other functions.

Time commitment: 3-5 hours per week to 10 hours per week during programming periods.

Supporting Roles (Selected, not elected):

Parliamentarian: Procedural expert. If you think Robert's Rules are a fun social experiment or you just enjoy close-reading and suffering, this is the job for you. This role ensures that Senate Sessions and operations are being performed in adherence with general University Governance Rules and Robert's Rules of Order along with the more specific rules and features of the GPSS Constitution and Bylaws. Particularly, the Parliamentarian will provide rulings on Points of Order in the Senate and other voting-based Senate procedures.

Chief of Staff / GA:

- Organize food for meetings and handle other general assembly meeting logistics (reservation details, set-up, etc)
- Assist E-board with their duties/tasks as needed
- [- Be amazing; this is the most loved role by the exec board]

Time commitment: Contracted for 20, but mostly 10 -15 hours per week

In-Between Role (Nominated, not elected or appointed)

Board of Visitors Representative (BoV): The BoV reps are non-voting members of the Board of Visitors appointed by the Board to represent the needs, concerns, and collective voice of their constituencies to the University's highest governing body. We collaborate with entities within, but simultaneously work independently of, the University's governance structure. Most duties are informal advocacy, lobbying, and collaboration; but we do provide a formal report to the Board at each quarterly meeting.

Time commitment: Recommended 20 hours a week, but adjustable depending on workload and motivation.

** Full and official descriptions are also provided in the GPSS Constitution here:

<https://gpss.vt.edu/governance/constitution.html#A2S2> **