

JOB DESCRIPTIONS OF THE GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY (GAPSA) OF THE UNIVERSITY OF MINNESOTA

President

The President is the chair of the Graduate and Professional Student Assembly (GAPSA). The President serves as the official spokesperson for the Assembly, communicating GAPSA actions and positions to the University community, Board of Regents, Higher Education Services Office, Minnesota Legislature, Governor, and government agencies. In addition, the President provides organizational leadership to GAPSA, including coordinating with the Executive Board and supervising GAPSA staff.

Recommended Qualifications:

- Familiarity with the University's governance structure.

Position Responsibilities:

- Serve as the Chief Executive Officer of GAPSA.
- Coordinate recruitment, Executive Board member policies, GAPSA policies, and organizational management with the Executive Board and Assembly.
- Coordinate events, programs, and orientation activities with Executive Board members and staff.
- Supervise staff with the Executive Vice President.
- Coordinate with the Vice President for Finance and other Executive Board members to maintain GAPSA's budget and finances through the Finance Committee.
- Coordinate Executive Board member responsibilities.
- Register as a lobbyist with the State of Minnesota if necessary and file reports as needed.
- Act as a representative to the National Board of the University of Minnesota Alumni Association (UMAA), Minnesota Student Association (MSA), and Council on Public Engagement (COPE).
- Act as the official alternate representative on behalf of GAPSA to the Board of Regents.
- Meet regularly with the Vice Provost for Student Affairs.
- Represent graduate and professional students to the Senate Committee on Committees or appoint delegate.
- Set agendas for Executive Board and Assembly meetings.
- Attend and preside over all Executive Board and Assembly meetings.
- Provide monthly reports to the Executive Board and Assembly.
- Attend GAPSA events and social functions.
- Hold at least three scheduled office hours per week.
- Periodically attend meetings of College Councils.

Job Descriptions of the Graduate and Professional Student Assembly

- Notify other organizations and relevant authorities of Assembly actions through press releases and other media relations, promotional campaigns, and public image development.
- Delegate Presidential duties that the President is unable to complete.

Recommended Duties:

- Participate as a member of the Minnesota Higher Education Services Office Student Advisory Council or appoint a delegate.
- Coordinate participation with graduate and professional student conferences.
- Attend University-wide events and committees as necessary.
- Other duties as created throughout the year.

Annual Stipend: \$4000

Estimated time commitment: 20-30 hours per week

Job Descriptions of the Graduate and Professional Student Assembly

Executive Vice President

The Executive Vice President's main function is to support the President and Executive Board. If the President is inaccessible, resigns, or is otherwise detained for a given duty, it is the Executive Vice President's job to fill that function as appropriate. For this reason, it is critical for the Executive Vice President to maintain a strong line of communication with the President in order to be fully apprised of all developments and to support and complement the position as necessary.

The Executive Vice President serves as the chair of the Internal Affairs Committee, as the formal leader for conflict resolution. Should conflict arise either externally or internally, the Executive Vice President plays a critical role in resolving any and all issues and making sure that the information regarding any problems is incorporated into the official Internal Affairs policies. She also serves as the manager of the staff, ensuring that the GAPSA office is open during the set office hours, staff is present during their scheduled hours, and the office is running smoothly and all required tasks are being completed. Due to the nature of this job, the Executive Vice President is expected to have a daily presence in the GAPSA office.

Position Responsibilities:

- Coordinate GAPSA business closely with the President.
- Hire and supervise staff.
- Purchase and maintain inventory of all office supplies needed.
- Serve as the Chair of the GAPSA Internal Affairs Committee.
- Maintain conflict resolution and daily operations within the boundaries of the Internal Affairs policy.
- Serve as a formal contact for the formal grievance procedure.
- Assist Executive Board members with projects as they arise.
- Meet regularly with the Vice Provost for Student Affairs.
- Attend any meetings or complete responsibilities the President is unable to fulfill.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Executive Board and the Assembly.
- Attend GAPSA events and social functions.
- Hold at least three scheduled office hours per week.
- Represent GAPSA at TCSU Board of Governors or appoint a delegate.
- If other committees are created during the year, the Executive Vice President is responsible for chairing them, or appointing delegates.

Annual Stipend: \$3000

Estimated time commitment: 20 hours per week

Job Descriptions of the Graduate and Professional Student Assembly

Vice President for Administrative Affairs

The principle duties of this position are to communicate graduate and professional student perspectives to the Board of Regents, to be a knowledgeable resource of University structure, policy, and procedures, and to serve as parliamentarian for all Executive Board and Assembly Meetings according to Robert's Rules of Order and in accordance with the GAPSA Constitution and Bylaws. The Vice President for Administrative Affairs is required to attend all Board of Regents Meetings, all Executive Board and Assembly Meetings, and all assigned committee meetings as an impartial representative of all graduate and professional student viewpoints. Due to the Vice President for Administrative Affairs' role as parliamentarian, she is a non-voting member. The Vice President for Administrative Affairs is a member of the Assembly, Executive Board, Public Affairs Committee, and such other committees as the President sees fit.

Recommended Qualifications:

- Familiarity with parliamentary procedure.
- Familiarity with the University's governance structure.

Position Responsibilities:

- Attend monthly meetings of the Board of Regents.
- Attend designated monthly committee meeting(s) of the Board of Regents.
- Serve as the parliamentarian for the Executive Board and the Assembly.
- Represent the Assembly and Executive Board to the University Administration as directed by the GAPSA President.
- Contribute graduate and professional student perspective to the semi-annual and annual reports from student representatives to the Board of Regents.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Executive Board and Assembly.
- Attend GAPSA events and social functions.
- Hold at least one scheduled office hour per week.
- Serve on the Public Affairs Committee.
- Serve on various University committees as assigned by the GAPSA President.

Annual Stipend: \$3000

Estimated time commitment: 10 to 15 hours per week (primarily, two full days each month during the Board of Regents meetings)

Job Descriptions of the Graduate and Professional Student Assembly

Vice President for Finance

The Vice President for Finance is responsible for maintaining accurate accounts of GAPSA incomes and expenditures. In addition, the Vice President oversees the preparation of the annual Student Service Fees Request. A secondary function is the oversight of financial relations, especially to the constituent College Councils. The duties of this position require consistency in time commitment, implementation, and philosophy. She ensures the free flow of information between the Vice President for Finance, staff, and other members of the Executive Board so that bills are paid in a timely manner and that unwarranted expenditures are not allowed to occur.

Recommended Qualifications:

- Comprehensive understanding of the principles of finance and accounting.
- Familiarity with Generally Accepted Accounting Principles and accounting software such as Quicken or MS Money.
- Comfortable studying the federal and state tax regulations and acting accordingly.
- Some familiarity with the operations of non-profit organizations and knowledge of the Student Services Fees process.

Position Responsibilities:

- Manage GAPSA's accounting system.
- Determine that expenditures are within spending guidelines as established by GAPSA policies; any discretionary spending needs the direct written approval of the Vice President for Finance.
- Provide written approval for all issued checks.
- Enter all transactions and reconcile all GAPSA accounts utilizing the accounting software.
- Keep hard copies of all transactions.
- Ensure reimbursements are based on appropriate receipts.
- At the end of the month, ensure a thorough reconciliation of the bank statements and provide a financial report.
- Assist in the accurate and timely performance of an annual audit and other tax reporting responsibilities. Audit responsibilities include preparing Fixed Asset Schedule, Prepaid Expense Schedule, and Interest Income Accrual Schedule.
- Ensure that all state and federal tax reports are filed in a timely manner.
- Perform staff payroll and other payroll-related requirements, such as providing tax documents (such as forms W2 and 1099) to employees and Executive Board members in January, and sending the appropriate documents to the IRS.
- Arrange a monthly meeting of the Finance Committee in consultation with the President.
- Ensure distribution of College Council funds.

Job Descriptions of the Graduate and Professional Student Assembly

- Prepare the annual Student Services Fees Request and coordinate the presentations in front of the Fees Committees.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Executive Board and the Assembly.
- Attend GAPSA events and social functions.
- Hold at least one scheduled office hour per week.
- Serve on various University committees as assigned by the GAPSA President.

Annual Stipend: \$3000

Estimated time commitment: 20 hours per week

Job Descriptions of the Graduate and Professional Student Assembly

Vice President for Public Affairs

The Vice President for Public Affairs serves as the representative for public policy, legislative affairs, and grassroots organizing for the Graduate and Professional Student Assembly. She shapes GAPSAs short-term and long-term policy agendas and assists in building grassroots support for GAPSAs policies. A key role is to work for building strategic relationships with public officials, student organizations, and contacts in other sectors. The Vice President for Public Affairs works with Executive Board members to affirm the organization's positions on public policy measures and to determine the priority of public policy in the overall mix of GAPSAs work. In addition, the Vice President for Public Affairs guides GAPSAs Executive Board members as they shape plans and allocate resources for legislative and grassroots efforts. Familiarity with federal, state, and local legislative processes is essential. During the legislative session, it is expected that the Vice President for Public Affairs spend a substantial portion of her time at the capitol.

Position Responsibilities:

- Direct the strategic development and implementation of the graduate and professional student policy message at the federal, state, and local level.
- Ensure that the President of GAPSAs and students are promoting the same key messages.
- Coordinate and represent graduate and professional students in the University Legislative Network and other public affairs meetings.
- Represent GAPSAs to the Joint MSA/GAPSAs Legislative Affairs Committee.
- Ensure representation at neighborhood group meetings.
- Manage communication and activity relevant to GAPSAs public policy work.
- Register as a lobbyist with the State of Minnesota if necessary and file reports as needed.
- Serve as the Chair of the GAPSAs Public Affairs Committee.
- Plan and implement annual voter registration drives.
- Plan and implement a Support the U Day in coordination with University Relations.
- Supervise the Public Affairs Assistant.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Assembly and the Executive Board.
- Attend GAPSAs events and social functions.
- Hold at least one scheduled office hour per week.
- Serve on various University committees as assigned by the GAPSAs President.

Annual stipend: \$3000

Estimated time commitment: 20 hours per week

Job Descriptions of the Graduate and Professional Student Assembly

Vice President for Programming

The Vice President for Programming is responsible for coordinating events for GAPSA. This includes events for the entirety of GAPSA as well as for the internal team building of the GAPSA Executive Board. The primary duty revolves around organizing five groups of events that GAPSA holds every year (the President's Reception, socials, Family Bowling Nights, Student Appreciation Week, and orientations for incoming students).

Position Responsibilities:

- Plan GAPSA socials with the venues.
- Plan GAPSA Family Nights with the bowling alleys.
- Plan the annual Student Appreciation Week with the College Councils.
- Plan the annual President's Reception with the GAPSA Executive Board.
- Coordinate team building activities with the GAPSA Executive Board.
- Serve as a liaison to Student Unions & Activities Programming.
- Serve as a liaison to sponsors for events.
- Coordinate the expenses of all events with the Vice President for Finance.
- Initiate new programming.
- Attend and run all GAPSA social events.
- Purchase food for meetings.
- Attend (or coordinate Executive Board member attendance) all orientations for graduate and professional schools.
- Serve as the Chair of the GAPSA Programming Committee.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Assembly and the Executive Board.
- Hold at least one scheduled office hour per week.
- Serve on various University committees as assigned by the GAPSA President.

Annual stipend: \$3000

Estimated time commitment: 10 to 15 hours per week; more time during the preparation stages of the events (summer term and the end of fall semester) and during the weeks of the events.

Job Descriptions of the Graduate and Professional Student Assembly

Vice President for Grants

The Vice President for Grants is responsible for administering the GAPSAs Grants Programs (consisting now of GAPSAs Academic Initiative Grants, GAPSAs Social Events Funds, and GAPSAs Travel Grants). She adheres to the GAPSAs grants guidelines and polices and further ensures that the grant funds are distributed impartially and equitably. The Vice President for Grants maintains and provides recommendations for changes to the grants policies before the Assembly. The Vice President for Grants is the Chair of the GAPSAs Grants Committee.

Position Responsibilities:

- Execute grants policies established by the Assembly and keep the Assembly informed on implementation of these policies.
- Oversee the overall grant programs, their development, maintenance, and quality.
- Oversee the maintenance of existing grants with student organizations to ensure their compliance with GAPSAs policies.
- With the Vice President for Finance, oversee the grants' financial systems.
- Serve as grants liaison with Student Unions & Activities, registered student organizations, and the University of Minnesota administrative entities on issues related to GAPSAs grants.
- Supervise the Grants Assistant.
- Facilitate all monthly grant meetings.
- Serve as the Chair of the GAPSAs Grants Committee.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Assembly and the Executive Board.
- Attend GAPSAs events and social functions.
- Hold at least one scheduled office hour per week.
- Serve on various University committees as assigned by the GAPSAs President.

Annual Stipend: \$3000

Estimated time commitment: 10-15 hours per week (the two-week time period before the grant deadline and the Assembly meeting is very hectic and time sensitive and the Vice President for Grants may put in up to 25 hours per week; the other two weeks, they may only put in 5 hours or fewer).

Vice President for Student Affairs

The Vice President for Student Affairs serves as the representative of GAPSA to the Student Senate, University Senate, University Senate Consultative Committee (SCC), and the Student Senate Consultative Committee (SSCC). The Vice President for Student Affairs shall act as the liaison between graduate and professional students and the SCC and the University Senate. She is an advocate for GAPSA and communicator of graduate and professional student perspectives and policies to various University governing bodies. The Vice President for Student Affairs shall act as the coordinator and chief representative of the graduate and professional student senators during the meetings where these senators are present. This entails being the principal spokesperson for GAPSA at these meetings and events. The Vice President must be able to voice a wide range of opinions on issues concerning the graduate and professional students and the entire University community.

Specific duties of the Vice President for Student Affairs include attending the aforementioned meetings. Failure to attend these meetings may result in removal from these positions. At these meetings, the Vice President for Student Affairs must be prepared to give reports and summaries of current GAPSA activities, and articulate graduate and professional student concerns and positions. This requires being prepared to give statements to and answer questions posed by other members of a governing organization on GAPSA's official and unofficial positions on many different issues, ranging from concerns of specific members of the graduate and professional community to concerns about general University issues.

Position responsibilities:

- Coordinate participation in abovementioned meetings with the other elected or appointed GAPSA officers, representatives, and student senators in the GAPSA coordinate College Councils.
- Be familiar with College Council and GAPSA positions and policies so that she can advocate on behalf of the students. This requires having command of the GAPSA Constitution, Student Senate Constitution, University Senate Constitution, and the Bylaws of each, as well as having familiarity with the concerns and perspectives of the various College Council representatives as they arise.
- Have regular interaction with GAPSA Assembly members at these meetings as well as with undergraduate senators, faculty members, and staff members with whom GAPSA has common cause.
- Act as a liaison to the Council of Academic Professionals & Administrators (CAPA), Civil Service Committee, and Faculty Senate.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Assembly and the Executive Board.
- Attend GAPSA events and social functions.

Job Descriptions of the Graduate and Professional Student Assembly

- Hold at least one scheduled office hour per week.
- Serve on the Public Affairs Committee.
- Serve on various University committees as assigned by the GAPSA President.

Annual Stipend: \$3000

Estimated time commitment: 5 to 10 hours per week

Job Descriptions of the Graduate and Professional Student Assembly

University of Minnesota governing bodies of which SSCC members are a part:

Student Senate Consultative Committee (SSCC):

Function: Set agenda for the Student Senate Meetings. Discuss graduate and undergraduate student issues. Discuss a wide variety of student and University issues, form committees and task forces, and debate what issues to discuss at the Student Senate, SCC, and University Senate.

Organizational relation to GAPSA: Representatives from GAPSA sit on this committee, alternating between one and two representatives every year. Full committee is 10 + 3 ex-officio.

Senate Consultative Committee (SCC):

Function: Set agenda for the University Senate meeting. Discuss a wide variety of issues affecting students, staff, and faculty. Most of the agenda setting is done by the Business and Rules Subcommittee, with only contentious issues discussed before the full committee (for expedience).

Organizational relation to GAPSA: Same as with SSCC, but dealing with faculty and staff as well as undergraduate students. Seven members of SSCC have voting status on this committee.

Student Senate:

Function: Discuss and resolve issues related to student campus life. Hold discussions with key University administrators. Discuss University and student concerns or conflicts with administrators.

Organizational relation to GAPSA: 16 GAPSA representatives (1 or 2 SSCC representatives plus GAPSA senators). All GAPSA representatives have voting status. Full Student Senate consists of 60 students.

University Senate:

Function: Discuss and resolve issues affecting segments of the University population as well as issues affecting the University as a whole. Approve University policies and procedures.

Organizational relation to GAPSA: All GAPSA senators have voting status (including the SSCC representatives from GAPSA). GAPSA representatives may voice their opinions on issues affecting specific colleges or graduate and professional students as a whole.

Job Descriptions of the Graduate and Professional Student Assembly

At-Large Director

The President may annually appoint up to two At-Large Directors to serve specific needs of the Graduate and Professional Student Assembly. The President and the At-Large Directors shall designate specific duties and assignments in contract, which must be ratified by the Assembly. Other specific duties will be negotiated with the President.

Position Responsibilities:

- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Executive Board and Assembly meetings.
- Attend GAPSA events and social functions.
- Hold at least one scheduled office hour per week.
- Serve on various University committees as assigned by the GAPSA President.

Annual Stipend: \$3000

Estimated time commitment: 10 to 15 hours per week

Ratified by the Assembly September 26, 2007