

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