

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.
- 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.

Ratified by the Assembly September 26, 2007

- 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