

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)