

## **Vice President for Grants**

The Vice President for Grants is responsible for administering the GAPSA Grants Programs (consisting now of GAPSA Academic Initiative Grants, GAPSA Social Events Funds, and GAPSA Travel Grants). She adheres to the GAPSA 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 GAPSA 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 GAPSA 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 GAPSA grants.
- Supervise the Grants Assistant.
- Facilitate all monthly grant meetings.
- Serve as the Chair of the GAPSA Grants Committee.
- Attend all Executive Board and Assembly meetings.
- Provide monthly reports to the Assembly and the Executive Board.
- 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:** 10-15 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).