



Graduate Student Association Officer Responsibility List, 2007-2008

Responsibilities:

Elected positions

The **President** is the chief spokesperson of the Graduate Student Association. He/She will serve as the Chair and chief presiding officer of the GSA and has the primary responsibility for administration of the affairs of the association and the Graduate Student Council. 12 Month position

The **Executive Vice President** is the representative to entities outside of UCR such as the UCSA. He/She is the second ranking officer of the Council and fills the Presidents role in his/her absence. 12 Month Position

The **Vice President of Academic Affairs**, under the general direction and supervision of the President serve as a liaison and interface between GSA and the individual department graduate student associations. 9 Month position

The **Public Relations Officer**, under the general direction and supervision of the President, is responsible for publicizing the business, programs, and events of GSAUCR to all members of the campus population, and for overseeing the maintenance of the website with the secretary/webmaster. 9 month position

The **Graduate Student Health Insurance Committee Chairperson** will be the GSA's primary representative on issues regarding graduate health insurance policy and the decision-making process for policies and programs that impact graduate student health care service. 9 month position

Appointed positions

The **Conference Travel Grant Coordinator** is appointed by the Executive Board but is subject to approval by the council. Reviews and processes conference travel grant applications.

There shall be one **Academic Affairs Officer** for each college/school, appointed by the incoming Executive Board subject to the confirmation of the incoming GSC. They will meet with the deans of their colleges and with the heads of the departmental GSAs.

The **International Student Affairs Officer** is the representative for International Graduate Students. He/She will report on the issues and concerns pertaining to those students.

The **Secretary/Webmaster** keeps minutes of all meetings, council and board, and is also responsible for maintaining the website.

The **Legislative Liaison** serves as a representative to entities outside of UCR under the President and the Executive Vice President on external issues and policies affecting the GSA.

The **Campus Organizing Director** works on the mobilization of UCR graduate students under the President and the Executive Vice President on external issues and policies affecting the GSA

All elected and appointed officers must sign the "GSAUCR Officers Accountability Form" to be kept on file in the GSA office stating that he or she has received, read, and understood the GSAUCR bylaws and constitution in order to receive their first paycheck.

Compensation (monthly):

- The President and Executive Vice President: \$400.00
- The Vice president of Academic Affairs: \$325.00
- The Public Relations Officer: \$250.00
- The Health Insurance Chairperson : \$250.00
- Conference Travel Grant Coordinator: \$300.00
- The Secretary/Webmaster: \$240.00
- The Academic Affairs Officers: \$50.00--100.00
- The International Student Affairs Officer : \$50.00

