A Guide to Committee Chair Elections

Voting: April 1, 2013
Outline

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- Description of Committee Chair duties
- Description of each committee:
  - Public Relations Chair
  - Social Chair
  - Academic Chair
- Eligibility for Committee Chair positions
- Nomination Procedure
- Voting Procedure
Committee Chair Duties (All)

- Attend Eboard meetings & present their reports on their committee’s progress
- Delegate committee work fairly and equally among committee members
- Maintain an archive of any business transacted, procedures, and documents developed for their committee.
  - These documents are submitted to the PR chair for archival purposes
- Committee chairs are eligible to vote
- Keep regular office hours in the GSG office
Public Relations Committee

**Charge:**
- Promote an awareness of GSG among the University community, through creating professional publications and performing media outreach campaigns

**Update and maintain the GSG website**
- Project & event announcements
- Approved meeting minutes
- Archives
Public Relations Committee

- Respond to requests made through the general GSG email account
- Assist other committees with publication materials
- Maintain a current list of representatives, liaisons, and committee assignments (with Secretary)
- Maintain and publicize up-to-date records of the GSG office hour schedule
- Maintains working relationship with Alumni Association
Social Committee

- **Charge:**
  - Oversee the development and running of GSG social events and research new programs, events, and other means of building community among graduate students
  - Investigate and develop recommendations for GSG on social issues related to graduate students
  - Organize at least 2 campus-wide graduate student social events each fall and spring semester
Social Committee

- Organize and run a special orientation social at the beginning of the fall semester
- Work with PR chair to publicize all social events
- Organize and supervise any social aspects of GSG meetings (provide food and drink)
- Assist other committees with social-organizational aspects (ordering food, scheduling rooms, etc.)
Academic Committee

Charge:
- Oversee the development and running of GSG programs and research possible new programs and opportunities aimed at providing personal, professional, and intellectual development for graduate students

Investigate and develop recommendations for GSG on academic issues related to graduate students
Academic Committee

- Organize and run the annual Graduate Research Colloquium
- Organize and run Graduate Professional Development Day each fall
- Organize and run at least 3 lunch-n-learn seminars each fall and spring semester
- Organize and run the Merit Awards Program
- Organize and run the GRC Banquet
Eligibility

Who is eligible to be a Committee Chair?
- Current GSG representatives
- Current Principal Officers
- Current Committee Chairs

Who is not eligible?
- Members at large
Nomination Procedure

How do I nominate someone or myself to be a Committee Chair?

- Email Amberlee (aslifer@mtu.edu)
- You can make a nomination during today’s meeting
- You can make a nomination just before we vote on April 1st

You do not have to accept a nomination!
You can self-nominate.
Voting Procedure

- The GSG will vote for Committee Chairs on Monday, April 1st.
- Nominees will be asked to give a brief speech prior to voting.
- Voting will occur in this order:
  - Academic Chair
  - Public Relations Chair
  - Social Chair