Principal Officer Elections

Spring 2013
Outline

• Description of Principal Officer positions:
  – President
  – Vice-President
  – Treasurer
  – Secretary

• Eligibility for Principal Officer positions

• Nomination Procedure

• Voting Procedure
GSG President
Duties of the President

• Calls & chairs meetings of the GSG and Executive Board
• Prepares & distributes agenda for all GSG meetings
• Serves as a liaison to the Dean of the Graduate School & the Michigan Tech administration
• Represents or assigns an appropriate delegate (liaisons) to various other organizations on campus
Duties of the President Cont.

• Identifies and investigates issues, questions, and concerns of graduate students
• Responsible for 20 hours per week of work for GSG
• Holds at least 5 office hours per week
• Manages the all-Michigan Tech Graduate Student listserv, approving or rejecting messages to be sent to the student body
Duties of the President Cont.

• Coordinates the Transition Dinner to include both current and newly elected members of the Executive Board

• Trains the incoming President prior to vacating the position

• Is a voting member of GSG
GSG Vice-President
Duties of the Vice-President

• Assumes the duties of the President in their absence
• Succeeds the President should the office become vacant
• Assumes any projects delegated by the President that do not fall under the duties of a standing committee
• Administrators of the First Contact Program
Duties of the Vice-President Cont.

• Solicits applications and recommends candidates for the Softball Coordinator position
• Monitors the state of graduate student health insurance at Michigan Tech
• Represents GSG on any health-related University committees
• Develops recommendations for GSG on health programs
Duties of the Vice-President Cont.

- Oversees and assists Committee Chairs
- Trains the incoming Vice-President prior to vacating the position
- Is a voting member of GSG
- Holds regular office hours each week
GSG Treasurer
Duties of the Treasurer

• Maintains all financial records for GSG
• Maintains a current, computerized budget and account transaction info for each budget expenditure
• Reconciles any discrepancies between GSG records and Michigan Tech accounting records
• Maintains the current GSG checking account and resolves any discrepancies in a timely manner
Duties of the Treasurer Cont.

• Provides updated reports regarding GSG’s financial status at each regularly scheduled meeting

• Provides monthly reports to each committee chair of their budget status

• Administers the GSG Travel Grants Award Program
  – Assist applicants
  – Oversee selection of winners
  – Handle any correspondence necessary with these awards
Duties of the Treasurer Cont.

• Chairs the Ways & Means Committee
• Plans the next session’s budget in conjunction with the Executive Board
• Submits an annual proposed budget to the GSG for approval
• Trains the incoming Treasurer prior to vacating the position
• Is a voting member of GSG
• Holds regular office hours each week
GSG Secretary
Duties of the Secretary

• Attends and takes accurate minutes at GSG and Executive Board meetings
• Arranges for a temporary replacement to take minutes during any regularly scheduled meeting they will be absent from
• Keeps accurate records of absences from GSG and Executive Board meetings
• Informs the Executive Board of any attendance-based violations
• Ensures publication of the minutes according to the Bylaws
Duties of the Secretary Cont.

• Makes nametags for GSG meetings
• Coordinates with the PR Chair to maintain current records of the Constitution, Bylaws, and archives on a monthly basis:
  – GSG meeting minutes
  – Legislative records
  – GSG contact list
  – Representative committee and liaison assignments
Duties of the Secretary Cont.

• Keeps the GSG listservs up to date
• Oversees the annual GSG elections
• Compiles Meet and Greet feedback
• Assists University departments in the election of GSG representatives
• Trains the incoming Secretary prior to vacating the position
• Is a voting member of GSG
• Holds regular office hours each week
Eligibility

• Who is eligible to be a Principal Officer?
  – 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 Principal Officer?
  – Email Amberlee (aslifer@mtu.edu)
  – You can make a nomination during today’s meeting
  – You can make a nomination just before we vote on March 18th

• You do not have to accept a nomination!
Voting Procedure

• The GSG will vote for Principal Officers on Monday, March 18th
• Nominees will be asked to give a brief speech prior to voting
• Voting will occur in this order:
  – President
  – Vice-President
  – Treasurer
  – Secretary