2013-2014 Executive Officer Election

Election Information

The University of South Carolina Graduate Student Association (GSA) announces an election for the following positions for the 2013-2014 academic year: President, Vice President, Treasurer, Graduate Council Representative.

Graduate and Professional students interested in running for office should complete and file an executive officer candidacy form with Mrs. Theresa Sexton in Russell House 227 on or before Friday, March 8th at 5:00 PM. Elections will be held March 27th and March 28th. Pursuant to a resolution passed by the Board of Trustees, all USC graduate and professional students are permitted to participate in the election.

Officer Duties and Responsibilities

President

❖ Serves as the official representative of the USC Graduate Student Body
❖ Maintains an office in the Russell House and holds weekly office hours
❖ Frequently meets with USC administrators and staff to discuss graduate student issues
❖ Participates in ceremonial events (carries the university mace, State of the University, USC fundraising banquets, etc.)
❖ Speaks before student organizations and at other university-related functions including the Board of Trustees meeting
❖ Serves on various University committees (Academic Integrity Committee, State of the University Committee, etc.)
❖ Recruits and appoints ten liaisons to assist graduate students with special issues
❖ Edits and publishes the monthly graduate student newsletter and manages other forms of communication to the graduate student body
❖ Collaborates with the Student Government Association in student advocacy
❖ Presides over GSA meetings and works to assure the GSA’s mission is effectively executed
❖ Creates programs and plans events for the graduate student body
❖ Approximate time commitment is 15 to 20 hours per week

Vice President

❖ Serves in the place of the president
❖ Plans and manages the Graduate School Orientation (held in August)
❖ Manages the administrative issues and official records of the GSA (records meeting minutes, etc.)
❖ Assists in developing programs and events for the graduate student body
❖ Required to attend all GSA meetings
❖ Approximate time commitment is 5 to 10 hours per week

Treasurer

❖ Serves as the financial administrator for graduate student organizations and the GSA
❖ Creates and manages the Graduate Student Finance Committee
- Required to attend all GSA meetings
- Audits graduate student organizations to assure compliance with finance codes (use of money, and activities, etc)
- Manages the GSA Special Initiatives Fund
- Collaborates with the Office of Student Organizations and the Student Government Association Treasurer
- Coordinates budget workshops
- Answers finance allocations questions from graduate students
- Approximate time commitment is 5 to 10 hours per week

**Graduate Council Representative**
- Serves as the voting student representative on the Graduate Council (http://gradschool.sc.edu/gradcouncil/)
- Required to attend all Graduate Council meetings and reviews proposed graduate student policies
- Serves on the Graduate Council’s Petition and Appeals Committee
- Prepares position papers regarding graduate student issues to present to the Graduate Council
- Provides monthly briefings to the Graduate Council on GSA Activity
- Assists the GSA with programs and events and attends GSA meetings
- Approximate time commitment is 5 to 10 hours per week