Graduate & Professional Student Council Executive Board Requirements

All candidates must be a registered student at USF and have a minimum 3.0 cumulative GPA.

Brief description of available positions:

**President:** Oversees the GPSC in its daily functions. Attend numerous committee meetings with USF administrators and faculty. Represent USF at local and national levels, and is responsible for the dissemination of information to the graduate student population. Assists the Graduate School with new student orientations, plans and hosts numerous social and networking events.

**Vice-President:** Assists the President in daily functions, university wide committees, and contact with the university administration and Student Government Office. Maintain procedures that are consistent with the GPSC constitution and the SG constitution.

**Treasurer:** *(Business background preferred)* Receive, dispatch, and keep accurate records of all financial matters regarding GPSC, submit annual budget to the Financial Review for A&S allocation from Student Government, answer questions about CPGP accounts for students, and assist the President of the GPSC.

**Secretary:** Record, keep, and make available copies of all meeting minutes, and dispatch correspondence as directed by the President, send out reminder e-mails to officers and all students for upcoming meetings and events (socials), and perform any other feasible duties requested by the President of the GPSC.

**Public Relations:** Corresponds with the general student and staff population as the graduate student organization liaison. The Public Relations officer is responsible for advertising and publicizing GPSC events, maintaining the GPSC website and Facebook page, creating event flyers, and performing any other feasible duties requested by the President of the GPSC.

Should you have any questions regarding procedures, please contact Keara Dotson at madotson@usf.edu.