

Executive Officers: GPSA President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Professional Development

Assembly Members (34)

Descriptions are taken from the GPSA Bylaws Title I, Article 2, Sections A - D for Executive Officers and Title VI, Article 7 for Judiciaries:

A. Duties of the **GPSA President** shall be:

- a. To supervise the routine operations of the GPSA and GPSA activities with the ASASU Business Office.
- b. To oversee communications with University Administration, the ASU Foundation, the USG, and the Graduate College.
- c. To represent the interests of graduate and professional students to University Administration, the Arizona Board of Regents (ABOR), and the Arizona Students' Association (ASA) and to provide reports of these activities to the Assembly and GPSA members.
- d. To meet monthly with the Director of Student Engagement and the Vice President for University Student Initiatives, and provide reports to the Assembly as necessary.
- e. To serve as liaison between graduate and professional students and GPSA.
- f. To oversee grievances of graduate and professional students and be aware of the agencies or individuals in the campus community who can assist students with such grievances.
- g. To appoint GPSA members to University Boards & Committees.
- h. To convene ad-hoc committees and appoint members as necessary.
- i. To serve on the ASASU Leadership Council and provide a report of activities to Executive Officers and the Assembly.

- j. To serve on the ASU Council of Presidents and provide a report of activities to Executive Officers and the Assembly as necessary.
- k. To serve as an ex-officio member on any GPSA committee as necessary.
- l. To prepare the agenda and preside over all meetings of the Executive Committee and ensure minutes of meetings are made available on the GPSA website within two weeks of the meeting date.
- m. To oversee the activities of the Vice-Presidents of the GPSA.
- n. To hire and oversee the activities of the Executive Director of Communication & Campus Relations and the Director of Information Technology.
- o. To authorize all expenditures of the GPSA in accordance with GPSA policy.
- p. To provide monthly reports on all GPSA-related activities to the Assembly.
- q. To make available to the succeeding President all documents and information relevant to execution of the office.

B. Duties of the **Vice President of External Affairs** shall be:

- a. To serve as representative to ASA and report on these activities to the Assembly and Executive Officers.
- b. To attend meetings of ABOR as a representative for the GPSA and report relevant items to the Assembly and Executive Officers.

- c. To represent the interests of graduate and professional students to local, state and federal governing bodies, to monitor legislative affairs, and to report to the Assembly and Executive Officers issues relevant to graduate and professional students.
- d. To serve as co-chair of the Joint Advocacy Committee with the USG Vice President of Policy and report committee activities to the Assembly and Executive Officers.
- e. To serve on the ASASU Leadership Council.
- f. To serve on the Executive Committee.
- g. To chair the External Affairs Committee, prepare schedules and agendas and maintain committee meeting minutes.
- h. To hire and oversee the Director of Graduate Student Advocacy.
- i. To manage the budget for the Office of the Vice President of External Affairs in accordance with GPSA policies.
- j. To provide monthly reports on all GPSA-related activities to the Assembly.
- k. To make available to the succeeding Vice President of External Affairs all documents and information relevant to execution of the office.

C. Duties of the **Vice President of Internal Affairs** shall be:

- a. To serve as GPSA liaison to the Associate Dean of the Graduate College and the Office of the Vice President of Research and Economic Affairs (OVPREA).

- b. To serve as liaison between graduate and professional students and the GPSA.
- c. To oversee the Research Grant Awards program.
- d. To manage jointly, with the Vice President of Professional Development, the Travel Grant Program including reviewing monthly submission and notifying applications of their application status.
- e. To oversee the Teaching Excellence Awards program.
- f. To oversee the coordination of GPSA representation at new graduate and professional student orientations.
- g. To serve on the Executive Committee.
- h. To chair the Internal Affairs Committee, prepare schedules and agendas and maintain meeting minutes.
- i. To hire and oversee the Director of Graduate Research.
- j. To oversee the budget of the Office of the Vice President of Internal Affairs in accordance with GPSA policy.
- k. To provide monthly reports on all GPSA-related activities to the Assembly.
- l. To make available to the succeeding Vice President of Internal Affairs all documents and information relevant to execution of the office.

D. Duties of the **Vice President of Professional Development** shall be:

- a. To facilitate communication and interaction among graduate and professional students for the purposes of professional development.

- b. To foster relationships among the GPSA, graduate and professional students of ASU, and related programs and associations of professional interest.
- c. To oversee planning of social events relevant to the social, emotional and intellectual well-being of GPSA members.
- d. To manage jointly, with the Vice President of Internal Affairs, the Travel Grant Program including reviewing monthly submission and notifying applications of their application status.
- e. To oversee planning of Graduate and Professional Student Appreciation Week activities.
- f. To serve on the Executive Committee.
- g. To serve as the chair of the Professional Development Committee, prepare schedules and agendas and maintain meeting minutes.
- h. To hire and oversee the Director of Events and Professional Development Programming.
- i. To oversee the budget of the Office of the Vice President of Professional Development in accordance with GPSA policy.
- j. To provide monthly reports on all GPSA-related activities to the Assembly.
- k. To make available to the succeeding Vice President of Professional Development all documents and information relevant to execution of the office.

Assembly Positions: Assembly seats for the 2011-2012 academic year have been allocated in accordance with GPSA Bylaws Title III, Article 3, Section A. The following seat allocation was approved February 3, 2011, by the GPSA General Assembly as AB #25.

College	Seats 2011-2012	Fall 2010 Enrollment
CLAS - Humanities	2	601
CLAS - Life Sciences	1	241
CLAS - Natural Science	2	796
CLAS - Social Science	2	658
College of Nursing and Health Innovation	1	445
College of Public Programs	3	1,316
Fulton Teacher's College	4	2,485
College of Technology and Innovation	1	464
Graduate College At-Large	2	383
Herberger Institute for Design and Arts	2	911
Ira A Fulton School of Engineering	4	2,290
New College of Interdisciplinary Arts and Sciences	1	191
Sandra Day O'Connor College of Law	2	672
School of Letters and Sciences	1	238
School of Sustainability	1	86
W.P. Carey School of Business	4	1,779
Walter Cronkite School of Journalism	1	61
Full Assembly	34	13878

The Bylaws do not yet provide a specific description of the Assembly Member position, rather they refer to the powers and duties of the Assembly as a whole. Here is information I've used when soliciting new volunteers to replace outgoing members:

Assembly Members represent their college or school by attending the regular monthly meetings of the ASU GPSA General Assembly and vote as one of 34 voting members on matters important to graduate student life. Assembly Members represent the collective interests of their constituents and the university and are the primary conduit for GPSA to communicate to ASU graduate students, as Assembly Members serve as an official liaison between the organization and the students they represent.

The Assembly has authority over all legislative matters of the Graduate and Professional Student Association, including setting its annual budget and maintaining control over its fiscal matters. The Assembly also has the ability to distribute funds to graduate student organizations registered with the SORC.