

All GPSG Officers positions are elected positions and cannot simultaneously hold an officer and a delegate position. The following represent the elected positions available within GPSG.

1.D.1. President

The President of GPSG is responsible for both the operation and procedural aspects of GPSG according to this charter and any other procedural documents approved by GPSG. The President is also responsible for external communication to and from GPSG, for working with GPSG to lay out the calendar for the following year, and for representing the graduate and professional student body to campus administrators, the University President, the Board of Regents, the state of Iowa, the Iowa General Assembly, the Governor, and other relevant external authorities. The President appoints the chairs of any ad hoc committee that may be formed during their tenure subject to the approval of GPSG delegates. The President shall serve as the official means of contact from individuals and organizations outside the member governments of GPSG, and will be identified as the contact for GPSG on the website as well as all other media.

The President is also responsible for the ongoing governmental advocacy efforts of GPSG. At the beginning of the President's term he/she shall plan and implement GPSG's governmental advocacy agenda. The President will also collaborate with his/her undergraduate counterpart(s).

The duties of GPSG President include, but are not limited to representing the council on the following University Committees: Shared Governance Council; Student Activity Fee Committee; and the HancherFinkbine Committee as well acting as the main liaison on the Presidential Student Leadership Meetings, the State Board Regents meetings as well as various meetings with the UI Provost and the Student Life Administration.

In exchange for successfully performing the aforementioned duties throughout the duration of the appointed term, the President shall receive an annual stipend in the amount of \$3000. The stipends shall be reduced if the President does not work over the summer, during winter break, or fails to fulfill the duties as described.

1.D.2. Vice President

The Vice President of GPSG assists the President in carrying out the internal communication functions of the Graduate and Professional Student Government, for planning and presiding over council meetings, and acting as the main communication between the GPSG delegates and the GPSG executive board. The Vice President will assume GPSG President's duties in the case of their absence. The committee Chairs will report directly to the Vice President.

The duties of GPSG Vice President include but are not limited to representing the council on the following University Committees: Shared Governance Council; Student Activity Fee Committee; and the HancherFinkbine Committee as well acting as a liaison on the Presidential Student Leadership Meetings, the State Board Regents meetings as well as various meetings with the UI Provost and the

Student Services Administration. GPSG Vice President will also serve as a CoChair of the Nominations Committee.

In exchange for successfully performing the aforementioned duties throughout the duration of the appointed term, the Vice President shall receive an annual stipend in the amount of \$3000. The stipends shall be reduced if the Vice President does not work over the summer, during winter break, or fails to fulfill the duties as described.

1.D.3. Chief of Staff

Serve as Chief advisor to the President and Vice President. Ensure that the agenda set by the President and Vice President is carried out. Serve as a resource to all Executives in the fulfillment of their respective job duties and responsibilities. Ensure that tasks and projects assigned to the Committee Chairs are completed efficiently and in a manner that best represents GPSG. Work with the President to conduct Committee Chair performance evaluations. Regularly meet one-on-one with the Committee Chairs to address any needs.

The duties of GPSG Chief of Staff include but are not limited to representing the council on the following University Committees: Shared Governance Council; Student Activity Fee Committee; and the Hancher-Finkbine Committee as well acting as a liaison on the Presidential Student Leadership Meetings, the State Board Regents meetings as well as various meetings with the UI Provost and the Student Services Administration.

In exchange for successfully performing the aforementioned duties throughout the duration of the appointed term, the Chief of Staff shall receive an annual stipend in the amount of \$2000. The stipends shall be reduced if the Chief of Staff does not work over the summer, during winter break, or fails to fulfill the duties as described.

1.D.4. Chief Financial Officer

The CFO will serve as the budget director for GPSG. The CFO will also oversee the operations of the Graduate and Professional Allocations Committee (GPAC) and the Graduate and Professional Grants Committee *via* the GPAC Chair and Grants Director, and report directly to the GPSG President and Delegates. The CFO will oversee the finances related to those two committees, but will not facilitate in the decision making process and will not hold voting rights in the committees. The CFO will conglomerate and distribute Student Organization funding requests and GPSG grant applications to the GPAC Chair and Grants Director, respectively. The CFO will also be responsible for communicating the maximum allowable funds for each budget or grants cycle.

In exchange for successfully performing the aforementioned duties throughout the duration of the appointed term, the Chief Financial Officer shall receive an annual stipend in the amount of \$2000. The stipends shall be reduced if the Chief Financial Officer does not work over the summer, during winter break, or fails to fulfill the duties as described.

1.D.5. Executive Associate

The Executive Associate of GPSG is responsible for recording minutes at GPSG meetings and for distributing those minutes as appropriate. The Executive Associate is also responsible for the organization and distribution of the meeting agenda as outlined in section 2.B.2. The Executive Associate is to receive any legislation to be introduced at meetings of GPSG and to notify the President and Vice President so that the legislation may be included on the agenda. The Executive Associate's duties are limited to internal GPSG matters and they do not serve as a representative voice on behalf of Graduate and Professional students. The Executive Associate will attend any meetings with University administrators as necessary.

The Executive Associate is also responsible for maintaining and updating GPSG website and email accounts in cooperation with GPSG officers and committee chairs. If GPSG chooses to sponsor or collaborate on programming, the Executive Associate is ultimately responsible for arranging the collaborative efforts and for publicizing the events. The Executive Associate is responsible for publicizing GPSG functions and deadlines. He/She can be designated to speak on behalf of GPSG or otherwise represent GPSG, provided that he/she acts in close collaboration with the President.

In exchange for successfully performing the aforementioned duties throughout the duration of the appointed term, the Executive Associate shall receive an annual stipend in the amount of \$1000. The stipends shall be reduced if the Executive Associate does not work over the summer, during winter break, or fails to fulfill the duties as described.

1.D.6. GPAC/JFC Chair

The GPAC chair will oversee allocations to student organizations in collaborations with UISG's SABAC Chair. The GPAC Chair cannot be a voting delegate. The GPAC Chair will also cochair the Joint Finance Committee (JFC) with the UISG SABAC Chair, and will also serve on the Green Initiative Funding (GIF) Committee. The GPAC Chair will be responsible for selecting the GPAC members that will serve on JFC, according to JFC bylaws. The duties of the GPAC Chair shall be outlined in the GPAC Bylaws.

In exchange for successfully performing the aforementioned duties throughout the duration of the appointed term, the GPAC/JFC Chair shall receive an annual stipend in the amount of \$1000. The stipends shall be reduced if the GPAC/JFC Chair does not work over the summer, during winter break, or fails to fulfill the duties as described.

1.D.7. Grants Director

The Grants Director shall oversee the GPSG Grants Program, and shall have

general responsibility for ensuring the effective and efficient administration of the program. The Grants Director shall report directly to the CFO who will work in close collaboration with the President and Vice President, and shall, from time to time, provide updates on the functioning of the Grants Program to the Council.

In exchange for successfully performing the aforementioned duties throughout the duration of the appointed term, the Grants Director shall receive an annual stipend in the amount of \$2000. The stipends shall be reduced if the Grants Director does not work over the summer, during winter break, or fails to fulfill the duties as described.

Chairs

The President may appoint, with approval of the delegates, adhoc chairs or liaisons as he/she sees fit to meet the executive support needs of the student government. These adhoc chairs or liaisons shall hold office for the term of the President that appointed them.

- 1.E.1. Diversity Chair(s)
The Diversity Chair(s) shall plan, coordinate, and implement diversityrelated initiatives for GPSG. The Diversity Chair shall serve as the primary contact between GPSG executives and campus offices related to equal opportunity and diversity. The Diversity Chairs shall endeavor to enhance student involvement in diversityrelated activities and initiatives.

- 1.E.2. Safety Chair(s)
The Student Safety Chair(s) is/are responsible for the creation of student safety initiatives in GPSG, in collaboration with the GPSG President and Vice President and the UISG Student Safety Coalition. At the direction of the President and Vice President, the Student Safety Chair shall plan and implement GPSG's student safety agenda.

- 1.E.3. Sustainability Chair(s)
The Sustainability Chair(s) will work in conjunction with the UISG Sustainability Advocate and the Office of Sustainability to support university sustainability initiatives. The Sustainability Liaison is also responsible for the creation of GPSG related sustainability initiatives throughout the year.

- 1.E.4. InterProfessional Chair(s)
The IP chair(s) shall work with the IP committee to plan, coordinate, and implement initiatives that span multiple member government student constituencies. This includes, but is not limited to academic, social, and advocacy events.