

## EGSA Officer Descriptions

### **President**

- Provides leadership for graduate student interests and concerns within the English department
- Operates as a liaison between graduate students and faculty, providing a voice for student perspectives and point of contact for department information
- Sets the agenda for EGSA meetings, which are held bi-weekly on the first and third Wednesday of the month
- The president serves a one-year term and advertises for yearly officer elections
- Oversees officer nominations and ballot collection and counting with the EGSA advisor
- Maintains communication regarding EGSA activities and concerns to the EGSA advisor
- Serves on at least one scholarship committee within the EGSA, either for Travel Reimbursement or Publication

### **Vice President**

- Maintains the online representation of the EGSA, both on the English department website, through the EGSA Facebook group, and checking the EGSA email
- Serves a one-year term, but is eligible for election to another office in the following year
- As such, the VP cannot oversee any officer election processes
- Oversees the GPSGA representatives for the EGSA, ensuring the attendance and good standing of the representatives and their committee participation
- Serves on at least one scholarship committee within the EGSA, either for Travel Reimbursement or Publication
- Oversees the Secretary and Treasurer and all EGSA committees
- Responsible (with Secretary) for maintaining and updating the bulletin board

### **Treasurer:**

- Serves as an access point and knowledge base for financial issues pertaining to EGSA
- Attends a university-sponsored Treasurer's Workshop that provides the information necessary to apply for reimbursement both for club activities and for graduate students.
- Shares workshop knowledge with club members and interested graduate students
- Communicates with Robert Estes about scholarship funds and presents amount of available scholarship money to officers
- Checks the balance of EGSA funds and provides current balance at the first EGSA meeting each month
- Handles any deposits or withdrawals for club events, activities, and responsibilities

### **Secretary:**

- Takes down the minutes for every EGSA meeting
- Provides meeting attendees with a copy of the minutes
- Facilitates internal communication among committee members and external communication with other EGSA members
- Assists the President and Vice-President in producing all written communications
- Records the attendance for each EGSA event
- Assists the Vice-President in keeping the bulletin board up-to-date