**PLANT SCIENCE GRADUATE STUDENT ASSOCIATION (PSGSA)**

**Committee Positions**

1. **President (1)**
   1. Overall representative for Plant Science Graduate Student Association, responsible for holding meetings when required
   2. Liaison with all other departments
      1. i.e. for faculty student events
   3. Supervise all positions, ensuring proper responsibility is taken
      1. i.e. ensure regular monthly activities are kept up, including departmental BBQ’s
   4. Maintain student morale
   5. One of two persons with signing authority for PSGSA account
   6. Organize the annual Plant Science Graduate Student Symposium every third year when it is held at the University of Manitoba (next one: 2018) and organize student attendance on years it is held at the University of Saskatchewan (2017) and North Dakota State University (2016)
   7. Oversee all other new and unaccounted for responsibilities and delegate responsibility when needed
2. **Vice-President (1)**
   1. Support president in all duties
   2. Responsible for making decisions and delegating when president is unavailable
   3. Support social director and help to delegate responsibilities for event planning
3. **Treasurer (1)**
   1. Keeper of the cash box
   2. Maintain small level of petty cash on-hand
   3. Review all expenditures
   4. Balance cheque-book
   5. Deposit all monies taken in (CIBC Fort Richmond)
   6. One of two persons with signing authority for PSGSA account
   7. Fill-out and send in semi-annual GSA Grant Application form
   8. Maintain detailed log book of PSGSA account expenditures and deposits
   9. Provide account summary at meetings when needed
4. **Social Director (2)**
   1. Head up the planning of graduate student/ departmental activities with support of entire council (BBQ, pub nights, potluck, movies, etc.)
   2. Responsible for sending emails and providing signs/posters for student and departmental events
   3. Provide tickets and coordinate ticket sales for events
   4. Provide student input and opinions on events
   5. Major role in planning and coordinating for the Plant Science Graduate Student Symposium when it is help at the University of Manitoba (next one: 2018)
5. **Department of Plant Science Council Representative (1) - 1 meeting/ month**
   1. Attend all departmental meetings
   2. Present student input
   3. Keep committee and students informed of general issues
6. **Advanced Plant Science Seminar Series Committee Representative (1) - meetings TBA**
   1. Attend all committee meetings
   2. Present student input for potential invited speakers and seminar topics
   3. Ensure graduate student participation
7. **Graduate Student Association (GSA) Representative (1) - 1 meeting/ month**
   1. Attend all GSA monthly meetings
   2. Report important issues to PSGSA and students
   3. i.e. written (email) and discussion
   4. Provide PSGSA with updates on GSA Grant deadlines
8. **Department of Plant Science Safety Committee Representative (1) - 1 meeting/ year**
   1. Attend all departmental meetings
   2. Present student input
   3. Keep students informed of general issues and safety decisions