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

**Committee Positions**

1. **President (1)**
   * Overall representative for Plant Science Graduate Student Association, responsible for holding meetings when required
   * Liaison with all other departments
     + i.e. for faculty student events
   * Supervise all positions, ensuring proper responsibility is taken
     + i.e. ensure regular monthly activities are kept up, including departmental BBQ’s
   * Maintain student morale
   * One of two persons with signing authority for PSGSA account
   * Organize the annual Plant Science Graduate Student Symposium every third year when it is held at the University of Manitoba (next one: 2015) and organize student attendance on years it is held at the University of Saskatchewan (2014) and North Dakota State University (2016)
   * Oversee all other new and unaccounted for responsibilities and delegate responsibility when needed
2. **Vice-President (1)**
   * Support president in all duties
   * Responsible for making decisions and delegating when president is unavailable
   * Support social director and help to delegate responsibilities for event planning
3. **Treasurer (1)**
   * Keeper of the cash box
   * Maintain small level of petty cash on-hand
   * Review all expenditures
   * Balance cheque-book
   * Deposit all monies taken in (CIBC Fort Richmond)
   * One of two persons with signing authority for PSGSA account
   * Fill-out and send in semi-annual GSA Grant Application form
   * Maintain detailed log book of PSGSA account expenditures and deposits
   * Provide account summary at meetings when needed
4. **Social Director (2)**
   * Head up the planning of graduate student/ departmental activities with support of entire council (BBQ, pub nights, potluck, movies, etc.)
   * Responsible for sending emails and providing signs/posters for student and departmental events
   * Provide tickets and coordinate ticket sales for events
   * Provide student input and opinions on events
   * Major role in planning and coordinating for the Plant Science Graduate Student Symposium when it is help at the University of Manitoba (next one: 2015)
5. **Department of Plant Science Council Representative (1) - 1 meeting/ month**
   * Attend all departmental meetings
   * Present student input
   * Keep committee and students informed of general issues
6. **Advanced Plant Science Seminar Series Committee Representative (1) - meetings TBA**
   * Attend all committee meetings
   * Present student input for potential invited speakers and seminar topics
   * Ensure graduate student participation
7. **Graduate Student Association (GSA) Representative (1) - 1 meeting/ month**
   * Attend all GSA monthly meetings
   * Report important issues to PSGSA and students
   * i.e. written (email) and discussion
   * Provide PSGSA with updates on GSA Grant deadlines
8. **Department of Plant Science Safety Committee Representative (1) - 1 meeting/ year**
   * Attend all departmental meetings
   * Present student input
   * Keep students informed of general issues and safety decisions