**Committee Positions 2012/13** updated 08/29/12

**President**

* Overall representative for Plant Science Graduate Student Association
* Supervise all positions, ensuring proper responsibility is taken
* Maintain student morale
* Organize the annual Plant Science Graduate Student Symposium
	+ Host university alternates every year between U of M, U of S and NDSU
	+ Next host year is 2014
* Organize attendance to the annual Plant Science Graduate Student Symposium
* Organize 3 meetings/year
	+ January – budget, social activities, symposium registration, committee updates
	+ May – start organizing charity barbeque, budget, social activities, committee updates
	+ September – elections, welcome new students, start organizing symposium if applicable
* Complete annual report
* Apply for funding (GSA Departmental Grants, Faculty Endowment Fund etc.)
* One of two persons with signing authority for graduate account
* Oversee all other new and unaccounted for responsibilities, delegate responsibility when needed

*Proposed Amendment (new position)*

**Vice-President or Symposium Chair**

* Share responsibility with the President in regards to planning, fundraising, and overall running of annual graduate student events including the symposium and charity barbeque
* Assist President with supervision of all positions, organizing meetings and applying for funding

**Treasurer**

* Responsible for all financial transactions
* Maintain record of all transactions in/out of bank account and petty cash (electronic record)
* Balance accounts
* Provide budget/balance sheet for funding applications, show PSGSA committee at meetings
* Keeper of the cash box
* Maintain small level of petty cash on-hand
* Review all expenditures
* Deposit all monies taken in (CIBC Fort Richmond)

*Proposed Amendment (instead of committee with 6-8 members)*

**Social Director x 2**

* Plan 3-4 social activities per year for grad students i.e. coffee breaks, potlucks, bowling, movies, skating at the Forks, pizza lunches, Chinese New Year celebration, attending folklorama
* Get student input on social activities
* Help organize annual PSGSA summer charity barbeque for Department and Faculty student, staff, and professors to attend
* Ensure students are aware of activities (posters, email, personal communication)

**Sports Rep**

* Student representative for departmental sporting activities
* Organize annual GSA Softball league
	+ Put together department team or Faculty team (in 2012, it was a join Plant-Soil science team)
	+ Communicate between GSA and team members
* Organize participation in Departmental Faculty sporting events i.e. summer golf tournament

**Graduate Student Association (GSA) Rep**

* Attend all GSA monthly meetings
* Provide input on behalf of Plant Science graduate students
* Inform President about funding opportunities and deadlines
	+ Help with application as needed
	+ i.e. GSA Departmental grants, GSA Special Project funding
* Report important issues to Plant Science graduate students, keep students up to date
	+ Written or verbal communication

**Dept. Plant Science Representative**

* Attend Plant Science departmental meetings
* Provide input on behalf of plant science graduate students
* Keep students informed of general issues
* Provide feedback to President regarding meetings

*Proposed Amendment (instead of Library and Computer Committee Rep)*

**Communications Representative**

* Maintain PSGSA Website and email correspondence (psgsa.uofm@gmail.com)
* www.umanitoba.ca/afs/psgsa
* Contact person: Crystal Jorgenson, Faculty
* Add information i.e. highlight student projects, sponsors
* Update regularly with major events i.e. barbeque and symposium
* This website is important for receiving major funding

**Advanced Plant Science Seminar Series Rep**

* Attend meeting(s) for planning the seminar series
* Provide input on topics and speakers that plant science graduate students want to hear
* Chair seminar sessions as needed

**Safety Committee Representative**

* Attend departmental safety committee meetings
* Present student input
* Keep students informed

Total Committee members: 11