Plant Science Graduate Student Associaiton, University of Manitoba (PSGSA-UfM) Election for 2018/19

**Executive committee: 9 member**

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| Position | Personnel |
| President (1) |  |
| Vice-President (1) |  |
| Treasurer (1) |  |
| Social Director (2) |  |
| Department of Plant Science Council Representative (2)   1. Advanced Plant Science Seminar Series Committee Representative 2. Plant Science Safety Committee Representative |  |
| Graduate Student Association (GSA) Representative (2) |  |

**Responsibilities:**

1. **President (1)**

* Overall representative for Plant Science Graduate Student Association, responsible for holding meetings (usuaully once a month or when required).
* **Liaison with University and all other departments** (i.e. for faculty student events)
* Supervise all positions, ensuring proper responsibility is taken (i.e. ensure regular monthly activities are scheduled, including Christmas/New year celebration, Winter activities, Summer activities, Departmental Charity BBQ’s etc).
* **Organize student participation in Annual Plant Science Graduate Student Symposium** this year (2019 March/April) at North Dakota State University. This symposium rotates between three University; UfS, NDSU and UfM . University of Manitoba organized this event in 2018 and next one to hold will be in 2021. University of Saskatchewan will organize in 2020.
* **Apply grants available on University** such as Faculty of Agriculture Endowmwnt Fund, Conference Sponsorship program etc.Organize Endowment fund sponsored seminar this year 2018/2019.
* Maintain student morale.
* One of two persons with signing authority for PSGSA account
* Oversee all other new and unaccounted for responsibilities and delegate responsibility when needed

1. **Vice-President (1)**

* Support president in **all duties including social events as well as professional events such as seminar, workshop etc**
* **Potentially organize one Graduate Student Workshop**
* Responsible for making decisions and delegating when president is unavailable
* Support social director and help to delegate responsibilities for event

**3. Treasurer (1)**

* Maintain small level of petty cash on-hand
* Review all expenditures
* Balance cheque-book & Keeper of the cash box
* Deposit all money 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, summer activities 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

5. **Department of Plant Science Council Representative (2) - 1 meeting/ month**

* Attend all departmental meetings
* Present student input
* Keep committee and students informed of general issues

**i. Advanced Plant Science Seminar Series Committee Representative (1) - meetings TBA**

* MUST ACITIVATELY CONTACT Plant Science Department Seminar Committees (especially to make sure the chair has the planning meeting in early summer)
* Attend all committee meetings
* Present student input for potential invited speakers and seminar topics
* Ensure graduate student participation

**ii.   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

6.  **Graduate Student Association (GSA) Representative (2) - 1 meeting/ month**

* Attend all GSA monthly meetings
* Report important issues to PSGSA and students (in writing (email) and/or discussion as appropriate)
* Provide PSGSA with updates on GSA Grant deadlines
* Apply GSA grant in cordination with President