**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