|  |
| --- |
| 2017~2018 PSGSA committee members -12 people |
| President (1) |  |
| Vice-President (2-internal & external) |  |
| Secretary (1) |  |
| Treasurer (1) |  |
| Social Director (2) |  |
| Department of Plant Science Council Representative (2) |  |
| Advanced Plant Science Seminar Series Committee Representative (1) |  |
| Graduate Student Association (GSA) Representative (2) |  |

Responsibilities of Position

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)
* **Organize 34th Plant Science Graduate Student Symposium**
* Supervise all positions, ensuring proper responsibility is taken (i.e. ensure regular monthly activities are scheduled, **including Christmas party, Chinese New Year, Departmental Charity BBQ’s**)
* 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 (Internal) (1)**
* Support president in **all duties including social events as well as assisting plant science departmental seminar**
* **Potentially organize one Graduate Student Workshop (1~2 days)**
* Responsible for making decisions and delegating when president is unavailable
* Support social director and help to delegate responsibilities for event planning

**Vice-President (External) (1)**

* Support president in all duties related with 34th Plant Science Graduate Student Sympposium (March 17th -18th, 2018), **especially on support raising, kenote/panel speakers invitation, judges of oral presentation invitation etc.**
* **Assist in organizing the Graduate Student Workshop**
* Responsible for making decisions and delegating when president is unavailable
* Support social director and help to delegate responsibilities for event planning
1. **Secretary (1)**
* Take notes (minutes) at every PSGSA meeting and distribute to PSGSA members following each meeting
* Work with President to prepare topics of discussion for each PSGSA meeting and circulate to members prior to each meeting if necessary
* Work with President to notify PSGSA members of meeting dates and times
* Aid PSGSA members in organization and record keeping
* Aid President and Social Directors with sending emails and preparing posters, when necessary

**4. Treasurer (1)**

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

**5. Social Director (3)**

* Lead 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 held at the University of Manitoba (next one: 2018)

6. **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

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

* MUST ACTIVELY 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

8.  **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