**Roles of the Executive Branch of the Graduate Student Organization**

**General duties of all members of the Executive Branch (as per the Constitution)**

* Maintain orderly conduct of all meetings of the Council
* Exercise guidelines set forth in the Bylaws
* Ensure proper disposition of legislative matters
* Uphold the terms of the Constitution

Office: **President**

Description:

* Ensure that GSO records are properly maintained
* Discuss GSO activities with, and make recommendations to, appropriate University administration
* Serve on and make appointments to University committees affecting graduate student affairs
* Forward all communications made or requests approved by the GSO to the Director of the Graduate School, or through appropriate University channels

Duties at Officer Meetings:

* First round review of applications (ensure that all necessary signatures and documentation are present, and that amounts requested are reasonable for the purposes stated)
* Create meeting agenda

Duties at General GSO Meetings:

* (prior to meeting) Maintain updated list of proxies who will be present at meetings.
* Maintain orderly conduct of meetings.

University Duties:

* Serve on and make appointments to University committees affecting graduate student affairs
* Web Ambassador
	+ (Receive Beginner and Intermediate Training with Ragin’ CMS (Content Management System). Contact training@louisiana.edu to sign-up.

Annual or Ongoing Duties:

* Actively participate in the maintenance/improvement of all GSO-related documents shared by the executive officers. These include but are not limited to: The Constitution and Bylaws of the GSO, Departmental Representatives Roster, GSO Fiscal Documents (including semester-specific spreadsheets), and all handouts and media associated with graduate school orientation presentations.
* Actively participate in the maintenance/improvement of the GSO’s official University website, [gso.louisiana.edu](http://gso.louisiana.edu/), and any social media websites. (This role will be primarily held by the PR Officer, if the position is currently filled)
* Upon transitioning from your role as President of the GSO, ensure that the individual taking your place has been adequately trained to take on the roles associated with this position.

Duties by Semester:

Fall Semester:

* Attend the annual Organization President and Advisor meeting, hosted early in the semester by the Office of Student Engagement and Leadership.
* Ensure that the required Organization Recertification form (instructions given at above meeting) is completed by deadline (generally mid-semester deadline).

Spring Semester:

Office: **Vice-President**

Description:

* Serve in the absence of the president
* Assist with the responsibilities of the president

Duties at Officer Meeting:

* 2nd Round Check of Applications after President
	+ Signatures and necessary paperwork

Duties at Regular Meeting:

* GSO Funding - Bring Representatives to a vote on each Application

University Duties:

* EMS Officer (This role will be primarily held by the PR Officer, if the position is currently filled)
	+ Office of Student Engagement & Leadership
		- Duties: Schedule meeting rooms
			* <http://ems.win.louisiana.edu/VirtualEms/default.aspx>
			* Contact Beth Washington at bwashington@louisiana.edu or 337-482-6939 for log-in information
* Web Ambassador
	+ (Receive Beginner and Intermediate Training with Ragin’ CMS (Content Management System). Contact training@louisiana.edu to sign-up.
	+ Update website with all Semester Meetings and Events

Annual or Ongoing Duties:

* Actively participate in the maintenance/improvement of all GSO-related documents shared by the executive officers. These include but are not limited to: The Constitution and Bylaws of the GSO, Departmental Representatives Roster, GSO Fiscal Documents (including semester-specific spreadsheets), and all handouts and media associated with graduate school orientation presentations.
* Actively participate in the maintenance/improvement of the GSO’s official University website, [gso.louisiana.edu](http://gso.louisiana.edu/), and any social media websites. (This role will be primarily held by the PR Officer, if the position is currently filled)
* Upon transitioning from your role as Vice President of the GSO, ensure that the individual taking your place has been adequately trained to take on the roles associated with this position.

Schedule of Duties:

Fall Semester:

Last Meeting:

* Choose Dates for the Spring Semester meetings (check with EMS for room availability)
* Update Website with Spring semester meeting times and location, assign due date for applications

Spring Semester:

Last Meeting:

* Choose Dates for the Summer and Fall Semester meeting (check with EMS for room availability)
* Update Website with Summer and Fall semester meeting times and location, assign due date for applications

Office: **Secretary/Treasurer**

Description:

* Record and maintain a yearly file of minutes from all Council meetings, reports from any committee, all pertinent correspondence, any expenditure receipts and copies of all requests for funds which have been denied or otherwise not funded
* Maintain contact with the office of the Director of the Graduate School in order to ensure that all files from preceding years have been received, and that files are maintained in their office for a minimum of three years
* Participate in, and maintain records of, annual inventories of any equipment or items paid for by GSO funds (which have not been consumed by specific projects)
* Report to the Council on the status of the GSO account in the UL Business Office
* Maintain up-to-date records of all GSO funds in collaboration with the UL Business Office (see details below).

Duties at Officer Meeting:

* Provide update on finances
* Third round review of applications for completeness
* Enter all applications into spreadsheet
* Contact representatives for all departments with incomplete applications, applications that will not be funded due to lack of funds, etc.

Duties at Regular Meeting:

* Provide general council with update regarding finances
* Ensure accurate records of funded applications is maintained
* Take minutes during the meeting, ensure that minutes are distributed after meeting in a timely manner

University Duties:

* Web Ambassador
	+ (Receive Beginner and Intermediate Training with Ragin’ CMS (Content Management System). Contact training@louisiana.edu to sign-up.

Annual and Ongoing Duties:

* Upon commencement of new fiscal year, obtain the GSO’s tentative yearly budget from the business office. Report amounts and other relevant information to the executive officers, and participate in the creation of a report to present to the GSO Council of Representatives.
* Actively participate in the maintenance/improvement of all GSO-related documents shared by the executive officers. These include but are not limited to: The Constitution and Bylaws of the GSO, Departmental Representatives Roster, GSO Fiscal Documents (including semester-specific spreadsheets), and all handouts and media associated with graduate school orientation presentations.
* Actively participate in the maintenance/improvement of the GSO’s official University website, [gso.louisiana.edu](http://gso.louisiana.edu/), and any social media websites. (This role will be primarily held by the PR Officer, if the position is currently filled)
* Upon transitioning from your role as Secretary/Treasurer of the GSO, ensure that the individual taking your place has been adequately trained to take on the roles associated with this position.

Schedule of Duties:

Fall Semester:

* Monthly: Reconcile spreadsheet totals with actual account balance in business office. Obtain itemized lists of income and expenditures from the business office (be sure to request specific date ranges). Use these to update semester-specific GSO budget spreadsheets.

Spring Semester:

* Monthly: Reconcile spreadsheet totals with actual account balance in business office. Obtain itemized lists of income and expenditures from the business office (be sure to request specific date ranges). Use these to update semester-specific GSO budget spreadsheets.