

COUNCIL OF GRADUATE STUDENTS EXECUTIVE COMMITTEE JOB DESCRIPTIONS

The Council of Graduate Students (COGS) Executive Committee is composed of the Executive Officers, the Policy and Review Council Chairs, and other ex-officio members as specified by the bylaws (past president, parliamentarian, committee chairs). COGS Senators represent graduate students at Graduate and Professional Student Assembly (GAPSA) meetings and University Senate meetings. The COGS Executive Officers are:

- President
- Executive Vice President
- Vice President for Finance
- Vice President for Communications
- Vice President for Internal Relations
- Vice President for External Relations

PRESIDENT

The president is the chief executive of the Council of Graduate Students (COGS). S/he must be accessible by all graduate students at the University of Minnesota and aware of the needs of and the issues relevant to the graduate student population.

Routine duties include: officially representing COGS before University administration, University organizations, and outside groups; creating meeting agendas; running General Assembly (GA) meetings; leading executive and Deans' meetings; attending GAPSA assembly meetings on behalf of COGS; serving as primary liaison between COGS and the Graduate School; representing graduate students on the executive committee of the Policy and Review (P & R) Councils; responding in a timely and appropriate manner to issues brought forth by other executive committee members, COGS program representatives, and any graduate students; identifying, studying and attempting to resolve potential and real problems confronting graduate students at the U of MN.

Special Projects and Responsibilities include: coordinating the composition and distribution of the annual Open Letter; organizing and facilitating summer orientation for executive committee members; speaking on behalf of COGS at grad student orientations; assisting with any COGS sponsored events; reader for leadership awards; attending student leadership events sponsored by the University's Vice President for Student Affairs; acting as a liaison with GAPSA on any joint projects, opportunities, or issues of concern that arise.

Estimated Time Commitment: 6-8 hours per month in routine meetings; 4-6 hours per semester at P & R Council meetings; and approximately 10-12 hours per week for other activities and preparation

Stipend: \$1000 distributed as \$250 quarterly.

EXECUTIVE VICE PRESIDENT

The executive vice president assists the president in representing COGS in both University and non-university settings. S/he is primarily responsible for supporting and filling in for the president as needed and maintaining full graduate student representation on University, Graduate School, and GAPSA committees or assemblies.

Routine duties include: officially representing COGS before University administration, University organizations, and outside groups; taking the president's place when needed; recruiting graduate students for non-internal committees; attending monthly executive committee and deans' meetings, acting as official liaison between COGS and University Senate; attending monthly University and Student Senate meetings; oversees committee reports back to COGS; identifying, studying and attempting to resolve potential and real problems confronting graduate students at the U of MN.

Special Projects and Responsibilities include: reading and judging travel grant applications; assisting with grad student Orientations and other COGS sponsored events; coordinating with GAPSA on Senate representation issues.

Estimated Time Commitment: 8-10 hours per month in routine meetings; 3-4 hours per month for other activities and preparation

Stipend: \$500 distributed as \$125 quarterly

VICE PRESIDENT FOR FINANCE

The Vice President for Finance is responsible for all aspects of fiscal policy. S/he coordinates, monitors, and plans fiscal policy; organizes and presents the annual budget; advises the executive committee on budget allocations and expenditures; and monitors budgetary activity at the University as a whole.

Routine duties include: monitoring cash flow and budgetary activity; maintaining the COGS endowment and EFS account; filing financial paperwork with University and government authorities; attending monthly executive committee and deans' meetings, and attending monthly GAPSA meetings on behalf of COGS.

Special Projects and Responsibilities include: preparing student services fee request to GAPSA; reading and judging travel grant applications; assisting with graduate student Orientations and other COGS sponsored events.

Estimated Time Commitment: 6-8 hours per month in routine meetings; 3-4 hours per month for other activities and preparation

Stipend: \$1000 distributed as \$250 quarterly

***VP Finance is elected at the end of the Fall semester.*

VICE PRESIDENT FOR COMMUNICATIONS

The Vice President for Communications is responsible for establishing and maintaining communication within the Council by serving as the web master and secretary.

Routine duties include: attending monthly executive committee and deans' meetings; maintaining the COGS website, Facebook and other media; updating and maintaining internal documents (including constitution and bylaws), and taking minutes at GA and Exec meetings.

Special Projects and Responsibilities include: reading and judging travel grant applications; finding new and creative ways to recruit and disseminate information about COGS via the internet and particularly the COGS website; assisting with graduate student Orientation and other COGS sponsored events.

Estimated Time Commitment: 4-6 hours per month in routine meetings; 5-7 hours per month for other activities and preparation

Stipend: \$500 distributed as \$125 quarterly

VICE PRESIDENT FOR INTERNAL RELATIONS

The Vice President for Internal Relations is responsible for the internal working of the COGS General Assembly. S/he is in charge of outgoing COGS communications to the general graduate student population, most often in the form of GradLetters. In addition, s/he should oversee communication with Duluth graduate students about opportunities relevant to them or special concerns they may have.

Routine duties include: attending monthly executive committee and deans' meetings; assisting the COGS administrator with tasks before and during the GA meetings; writing the GradLetter; recruiting program representatives for the COGS GA; communicating with Duluth graduate students.

Special Projects and Responsibilities include: acting as the primary liaison between COGS and the Office of First Year Programs regarding graduate student Orientations and activity fairs; reading and judging leadership award applications; updating COGS printed publications annually; assisting with other COGS sponsored events.

Estimated Time Commitment: 4-6 hours per month in routine meetings; 5-7 hours per month for other activities and preparation

Stipend: \$500 distributed as \$125 quarterly

VICE PRESIDENT FOR EXTERNAL RELATIONS

The Vice President for External Relations is responsible for establishing and maintaining working relationships between COGS and the communities within and beyond the University. S/he also serves as a Legislative Liaison, who is responsible for monitoring political activities relevant to graduate students and representing COGS to the university, local, state, and national government administrations.

Routine duties include: attending monthly executive committee and deans' meetings; organize and coordinate visits to state legislature; advocate for and follow up on specific issues as specified by COGS' resolutions (e.g. stadium fee); keep an eye on the University's budget (a) identify important issues for graduate students included in and excluded from the budget, (b) keep legislators informed of these issues, and (c) advocate for the issues.

Special Projects and Responsibilities include: attend and testify at state legislature and senate higher education committees, organize graduate students for "Support the U Day," respond to student concerns with legislative bills or university initiatives, reading and judging leadership award applications; assisting with graduate student Orientations and other COGS sponsored events.

Estimated Time Commitment: 4-6 hours per month in routine meetings; 5-7 hours per month for other activities and preparation

Stipend: \$500 distributed as \$125 quarterly

POLICY AND REVIEW COUNCIL CHAIRS

There are six Policy and Review (P&R) Councils, each with one student chair elected by the COGS General Assembly. Chairs are responsible for recruiting graduate student representatives on individual councils, making sure they have full student representation on their councils, and reporting back to the General Assembly on their council's activities. In addition, P&R Council Chairs are part of the COGS Executive Committee and are charged with workshop programming and individual council outreach and recruiting as needed.

Routine duties include: attending monthly executive committee and deans' meetings; recruiting and communicating with students from respective P&R Council areas; acting as a liaison between executive committee and program representatives communicate with DGSS within P&R Council area.

Special Projects and Responsibilities include: attending all P&R Council meetings (including executive committee meeting if applicable); filling all student seats on relevant P&R Council; assisting with Graduate School Orientation and other special events; organizing workshops as necessary or desirable.

Estimated Time Commitment: 4-6 hours per month in routine meetings; 5-7 hours per month for other activities and preparation

Stipend: \$500 distributed as \$125 quarterly

SENATORS

There are 8 senators to GAPSA and 7 senators to Student and University Senate. One of the senators will be the Executive VP.

Routine duties include: attend all Student and University Senate meetings (about once a month, usually on Thursdays; Student Senate 11:30-1:30pm, U Senate from 2:30 onward--usually no later than 3:30); attend GAPSA meetings (about once a month, around 6pm); attend COGS general assembly meetings. When senators are unable to attend a meeting, they should send an alternate in their place and stay in contact with the COGS Exec VP.

PARLIAMENTARIAN

The Parliamentarian provides guidance to the President and General Assembly on questions of parliamentary procedure during General Assembly meetings. The Parliamentarian is an ex officio non-voting member of the Executive Committee. This person should have a good familiarity with Roberts Rules of Order.

Routine duties include: Resolves disputes over parliamentary procedure during or remaining after a General Assembly. Must be present at all General Assembly meetings.

POLICY & REVIEW COUNCIL REPRESENTATIVES

The number of P&R Representatives is determined by the size of the council. It is the role of the P&R Chair to recruit P&R Council representatives from a variety of programs within their Council. All P&R Council reps are voting members of the General Assembly, and are expected to attend monthly General Assembly meetings.

Routine duties include: Attend all Policy and Review Council meetings (2 per semester), or designate an official alternate to attend in your place; work with your P&R Council grad student chair, other reps from your P&R Council, and the General Assembly to identify policy issues that should be brought before the Councils; deliberate on other issues coming out of the Councils; consult with the Executive Committee and General Assembly to obtain further information and formulate positions.

There was a general statement added at the April 2007 meeting saying that all officer stipends are subject to review and if duties are not fulfilled the stipend can be reduced.