

**Colorado State University
Graduate Student Council
Position Description**

Position Title: President

Job Group: Executive Board

Organizational Purpose

The Graduate Student Council represents and advocates for Colorado State University (CSU) graduate and professional students within the university and beyond. Our goal is to improve the experience of graduate education at CSU.

Duties and Responsibilities

- Set the agenda for and chair all meetings of the GSC and the executive committee.
- Reserve meeting rooms for general council meetings
- Take minutes during bimonthly meetings with the Graduate School Leadership
- Coordinate and prioritize the overall activities of the GSC, directing and assisting any officers as needed.
- Maintain the GSC's relationship with the Graduate School and the Vice-Provost for Graduate Affairs.
- Serve as spokesperson for GSC mission and activities at Graduate School events
- Organize GSC involvement in Graduate School-wide events (e.g. The Graduate Student Showcase)
- Ensure compliance with ASCSU, SLiCE, and other University student organization requirements.
- Serve as the Deputy Director of Graduate Affairs on the ASCSU cabinet
- Coordinate with the VP for Finance for spending out of the ASCSU account and writing new bills to be passed by ASCSU regarding budget increases

Graduate Student Council Mission and Vision

Mission: Providing professional development experiences and promoting the physical, mental, and social well-being of the graduate student body by working closely with the administration to communicate the needs and wants of graduate students.

Vision: By graduate students for graduate students to provide professional development experiences and promote the physical, mental, and social well-being of the graduate student body

Note: The above description is illustrative only. It is not meant to be all inclusive. Responsibilities may be added if need be.

I have reviewed this document and discussed its contents with the board and I fully understand the nature and purpose of this position description and its related duties.

Signature

Exec. Board Member Signature

Exec. Board Member Signature

