

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

Position Title: Vice President of Information

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

- Take minutes and attendance at all GSC meetings.
- Distribute nametags for GSC members at all general meetings.
- Ensure compliance with the Constitution.
- Ensure the GSC website, Facebook page, RamLink, University Calendar and GSC listserv are current and fully utilized in coordination with other members of the Executive Committee.

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

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