Executive Board Job Descriptions

1. President
2. Executive Vice President
3. VP—Finance
4. VP—University Relations
5. VP—Internal Relations
6. VP—Communications
7. GEC representatives
8. Senators
9. College Delegation Leads
10. Assistants
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. The president of COGS is also the COGS representative on the GAPSA Exec board.

**Elected**: at the April/May GA meeting. Term begins/ends on June 30th

**Routine duties include**: officially representing COGS before University administration, University organizations, and outside groups; creating meeting agendas; running General Assembly (GA) meetings; leading executive meetings; attending GAPSA assembly meetings on behalf of COGS; serving as the COGS representative on the GAPSA exec board, complete with GAPSA duties; serving as primary liaison between COGS and the Graduate School; responding in a timely and appropriate manner to issues brought forth by other executive committee members, COGS program representatives, or any other 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; meeting semestery with the President and with the Provost; meeting monthly with the Office of Student Affairs; acting as a liaison with GAPSA on any joint projects, opportunities, or issues of concern that arise.

**Estimated Time Commitment**: COGS--6-8 hours per month in routine meetings; and approximately 10-12 hours per week for other activities and preparation. GAPSA ~10-12 hours a week, which may overlap with the aforementioned 10-12/week. The president of COGS may delegate certain events to be put on by GAPSA to the appropriate vice president.

**Stipend**: Either $1500, distributed as $375 quarterly, by COGS OR: paid by GAPSA, (current stipend 3600 distributed 300 monthly , to drop to 3000, 250 monthly)
EXECUTIVE VICE PRESIDENT

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

**Elected:** at the April/May GA meeting. Term begins/ends on June 30th

**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 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; meeting semesterly with the President and with the Provost; coordinating with GAPSA on Senate and Senate committee representation issues.

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

**Stipend:** $750 distributed as $187.50 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.

Elected: at the last GA meeting of the fall semester. Term begins/ends on January 31st.

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 GA meetings.

Special projects and responsibilities include: Preparing a budget for COGS, preparing student services fee requests 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.
The Vice President for University Relations is responsible for establishing and maintaining working relationships between COGS and the central administration and consultative groups within the University. S/he also serves as an Administrative Liaison, serving on numerous university-wide committees as well as monitoring policy changes, budgetary issues, and political activities relevant to graduate students within the university and beyond.

**Elected**: at the April/May GA meeting. Term begins/ends on June 30th

**Routine duties include**: attending monthly executive committee and GA meetings; serve on university-wide committees in consultation with the President and Executive Vice President of COGS; 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 and budgets at the University (a) identify important issues for graduate students included in and excluded from the budget, (b) keep administrators informed about how these issues affect graduate students, and (c) advocate for these issues.

**Special Projects and Responsibilities include**: Acting as primary liaison between COGS and GAPSA’s Vice Presidents for Administrative Affairs and Public Affairs, meeting monthly with the Office of Student Affairs; reading and judging leadership award applications; assisting with graduate student Orientations and other COGS sponsored events.

**Estimated Time Commitment**: 6-8 hours per month in routine meetings; 5-7 hours per month for other activities and preparation

**Stipend**: $750 distributed as $187.50 quarterly
VICE PRESIDENT FOR INTERNAL RELATIONS

The Vice President for Internal Relations is responsible for facilitating the internal workings of the COGS General Assembly. S/he is in charge of coordinating the efforts of College Delegation Leads, Caucuses, and Department Representatives. In addition, s/he should oversee communication with Duluth graduate students about opportunities relevant to them or special concerns they may have.

**Elected:** at the April/May GA meeting. Term begins/ends on June 30th

**Routine duties include:** attending monthly executive committee and GA meetings, recruiting College Delegation Leads for the COGS General Assembly; coordinating and facilitating meetings for College Delegation Leads; assisting the COGS administrator with tasks before and during the GA meetings; writing the GradLetter at the beginning of the Fall and Spring semesters; communicating with Duluth graduate students.

**Special Projects and Responsibilities include:** meeting with the Graduate School’s Director of Academic and Professional Development for promoting workshops that meet graduate student needs; acting as the primary liaison between COGS and the administrative unit(s) responsible for 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:** $750 distributed as $187.50 quarterly
VICE PRESIDENT FOR COMMUNICATIONS

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

**Elected:** at the April/May GA meeting. Term begins/ends on June 30th

**Routine duties include:** attending monthly executive committee and GA meetings; maintaining the COGS website, Facebook and other media; updating and maintaining internal documents (including constitution and bylaws), and taking and disseminating minutes at GA and Exec meetings; *ex officio* chair of the GradWiki or any similar project.

**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; creation of any necessary flyers.

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

**Stipend:** $750 distributed as $187.50 quarterly
GRADUATE EDUCATION COUNCIL REPS

There are 3 Graduate Education Council Representatives which are responsible for representing graduate students on the Graduate Education Council. There are two two-year terms and one one-year term, so every year, two reps are elected.

**Elected:** at the April/May GA meeting. Term begins/ends on June 30th

The Graduate Education Council will be reviewing course proposals and degree program changes for PhD programs within the Graduate School and for Master’s degrees that will continue to be administered within the Graduate School.

**Routine duties include:** attending monthly executive committee meetings; acting as a liaison between executive committee and program representatives, communicate with DGSs within the Graduate Education Council (may be modified depending on make up of the Graduate Education Council).

**Special Projects and Responsibilities include:** attending all Graduate Education Council meetings (including executive committee meeting if applicable); 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
SENATOR

Senators are elected from the graduate student body to serve as voting members on the Student Senate, the University Senate, and the GAPSA General Assembly. The number of senators varies from year to year (between ten and five). Because of the timing of these meetings, it is entirely possible to ‘split’ the position into Senator and GAPSA GA Rep.

**Elected:** at the April/May GA meeting. Term begins/ends on June 30th

**Routine duties include:** attending Student Senate meetings, University Senate meetings, and GAPSA General Assembly meetings; communicating topics to the general assembly of COGS and results back to it, attending COGS general assembly meetings; notifying the Executive Vice President of necessary absences.

**Optional duties include:** attending COGS executive board meetings; participating in COGS-sponsored events; serving on Senate committees.

The Executive Vice President serves as the head of the senate ‘slate’ and is responsible for organizing communication between senators. Senators may also serve as College Delegation Leads.

**Estimated Time Commitment:** 4-6 hours monthly at routine meetings
COLLEGE DELEGATION LEAD

College Delegation Leads (CDLs) are selected from among the Department Representatives of a college to serve as an intermediate between COGS leadership and COGS Reps. The main role of CDLs is to facilitate communication between COGS and college-level administration and student governance. Recognizing that colleges vary in the degree to which they have student governance structure, election to this position is flexible and can be decided by each college individually.

Elected: at the first GA meeting in September/October. Term begins/ends on that election

The College Delegation Leads will assume 2 main roles:
1. Promote two-way communication of issues affecting graduate student life by facilitating discussions with department representatives during monthly COGS General Assembly meetings.
2. Communicate with college-level administrators (Deans, Collegiate Reps, DGSs) to ensure that students are informed of important issues and policies affecting graduate students. When applicable, this should be done in cooperation with college-level governance structures.

General Description:
- 3-5 hour/month time commitment, including attending GA meetings
- Non-voting member of GA (as to not double rep votes)
- Should attend college-level governance meetings if able
- Invited to attend COGS Exec meetings
- Moderate discussion among attendees of GA at beginning of meeting
- Can arrange events to gather graduate students (funding available)
- May also serve as senator if desired.

List of colleges for which there may be CDLS:
- Academic Health Center (AHC)
- Carlson School of Management (CSoM)
- College of Biological Sciences (CBS)
- College of Design (CDes)
- College of Education and Human Development (CEHD)
- College of Food, Agriculture and Natural Resource Sciences (CFANS)
- College of Liberal Arts (CLA)
- College of Science and Engineering (CSE)
- Humphrey School of Public Affairs
ASSISTANTS

These roles are designated for the following Exec positions:
President
Executive Vice President
VP of University Relations
VP of Internal Relations
VP of Communications

The assistants will assist each of the Executives with projects and duties; however, will not officially act as a replacement for the Exec member (i.e., attending meetings in place of the Exec member).

The assistants will serve in a capacity agreed upon between the Exec and the assistant. Assistants will be designated as ex-officio (nonvoting) members of the COGS Exec and will be allowed to attend COGS Executive meetings and be included on the COGS Exec listserve.

Currently there is no stipend available for ASSISTANTS