General Info

- No officer may hold a voting or Executive position within a Graduate Division, be a Voting Member of the GSGA Legislature or hold more than one position on the Executive Board.
- Some positions can, and often do, have co-chairs. (2+ people can be appointed to one role)
- Exec members typically:
  - Cast a single vote on each official issue of business brought to the floor of each Executive Board meeting.
  - Review and amend the monetary policies of the GSGA, as described in the GSGA bylaws, passed by a simple majority of the Voting Members of the GSGA Legislature.
  - Consult with the GSGA President on matters of policy affecting the carrying out of their duties.
  - Conduct the affairs of the GSGA, as provided for in the GSGA constitution or by further act of the Legislature of the GSGA.
  - Authorize expenditures from the accounts of the GSGA or other GSAF funds in accordance with the budget policy described in the bylaws.
  - Amend the GSGA constitution and the bylaws of the GSGA subject to the procedures therein.

VP Governance

- Coordinate and preside over meetings of the GSGA Legislature.
- In the absence of the GSGA President and/or the Executive Vice President, or in the case of impeachment or vacancy in the office of the President and/or the Executive Vice President prior to the end of the current term of office, assume the responsibilities and duties of the President and/or the Executive Vice President described the GSGA Constitution.
- Serve as the Graduate Elections Chair for the administration of Graduate-wide elections and oversee the Graduate Elections Board
  - The Chief of Staff may not serve as the Graduate Elections Chair should the Chief of Staff register to run for University or graduate-wide office.
  - In the event that the Chief of Staff proves ineligible or unable to serve as the Graduate Elections Chair, the President shall appoint a Graduate Elections Chair subject to the approval of the Legislature of the GSGA.
- Schedule and reserve space for meetings of the GSGA Legislature and Executive Board, and inform members of the time and place of each meeting.
- Compile and distribute the agenda for all GSGA Executive and Legislative meetings.
• Record the minutes of the GSGA Executive and Legislative meetings and distribute them to all Executive Board members and Voting Members of the Legislature, respectively.
• Keep attendance records of all legislative and executive meetings.
• Serve as Chair of the GSGA Governance Committee
• Complete other duties as required by the President of the GSGA, the GSGA constitution, and the bylaws of GSGA.

VP Finance
• Oversee all financial accounts of the GSGA and organizations chartered thereunder.
• Provide a report of the financial state of the GSGA at the regular meetings of the GSGA Legislature and Executive Board.
• Serve as Chair of the GSGA Finance Committee.
• Prepare the GSGA budget for submission, in consultation with the GSGA Legislature.
• Act as liaison between GSGA and Emory University in all financial matters affecting graduate student organizations or Graduate Divisions.
• Complete other duties as required by the President, the GSGA constitution, and the bylaws of the GSGA.

VP Community Engagement
• Serve as Vice President of Graduate Affairs on the Student Programming Council of Emory University and attend meetings of the Student Programming Council, or request the President to appoint someone to do so.
• Maintain responsibility for all social, educational, and community service events supported by the GSGA.
• Assist Graduate Divisions with the coordination of both cross-divisional and school-specific events.
• Serve as Chair of the GSGA Social Committee
• Complete other duties as required by the President, the GSGA constitution, and the bylaws of the GSGA.

VP Marketing and Communications
• Oversee all marketing and communication efforts on behalf of GSGA.
  • Including the Gradzette and GSGA Canvas Page
• Work to improve graduate student awareness of GSGA on campus.
• Foster the effective flow of communication between graduate divisions.
• Serve as Chair of the GSGA Marketing Committee
• Complete other duties as required by the President, the GSGA constitution, and the bylaws of the GSGA.
VP Alumni Affairs

• Serve as a member on the Emory Alumni Board (EAB), Graduate Student Alumni Board (GSAB), and any other boards that the President may require.
• Provide the EAB with regular GSGA updates, and provide the GSGA Executive Board with updates following EAB meetings.
• Work to improve communications between Emory alumni and current graduate student.
• Serve as Co-Chair of the GSGA Student Concerns and Inclusion Committee
• Complete other duties as required by the President, the GSGA constitution, and the bylaws of the GSGA.

VP Diversity, Equity, and Inclusion

• Lead the development and implementation of DEI initiatives and programs on campus.
• Collaborate with other student government members and campus organizations to promote diversity, equity, and inclusion.
• Advocate for the needs and concerns of marginalized student groups.
• Advise student leadership on how to incorporate DEI principles into their decision-making processes.
• Promote accessibility and accommodations for students with disabilities.
• Collect data on DEI issues on campus to inform policy and programming decisions.
• Serve as a liaison between the student government and the administration on DEI issues.
• Complete other duties as required by the President of the GSGA, the GSGA constitution, and the bylaws of GSGA.

VP Sustainability

• Develop and implement sustainability initiatives on campus.
• Further GSGA’s resolution to adopt the UN’s 17 Sustainable Development Goals at a campus level
• Advocating for the incorporation of sustainable practices and principles into campus operations and infrastructure, such as building construction and maintenance, transportation planning, and waste management.
• Collaborate with leadership and campus organizations to promote sustainable practices.
• Collect data on sustainability issues on campus to inform policy and programming decisions.
• Organize events and activities that promote sustainability
• Work with the university administration to establish and monitor progress toward sustainability goals
• Complete other duties as required by the President of the GSGA, the GSGA constitution, and the bylaws of GSGA.

**VP Special Projects**

• Develop and implement initiatives and projects that address specific needs or challenges on campus, such as mental health, housing, transportation, or campus safety.
• Plan the GSGA Formal, including managing expenses, selecting a venue, securing catering, decorations, music, and other details.
  • Manage a committee to assist with the planning and execution of the dance.
  • Coordinate with vendors and service providers
  • Manage event promotion and ticket sales
  • Risk Management
  • Facilitate student feedback
  • Maintain records and documentation
• Complete other duties as required by the President of the GSGA, the GSGA constitution, and the bylaws of GSGA.