

GSA Officer Responsibilities President The President shall be the chief executive officer of the GSA and presiding officer of the GSA

Assembly. The President may give presiding responsibilities to other GSA Officers upon agreement of the Executive Committee. The President shall be the official representative and spokesperson for the GSA (GSA Const. art. III, § D.1).

1. The President shall make regular reports to the Executive Committee and to the Assembly.
2. The President shall be the lead official GSA representative to the UCSB Faculty Legislature. The President shall be the official GSA representative to the UCSB Campus Planning Committee, the Chancellor's Advisory Council, the UCSB Foundation Board of Trustees, the UCSB Alumni Association Board of Directors, and the University of California Students Association (UCSA) Council of Presidents. If necessary, and after being approved by the Executive Committee, the President may appoint designees to attend meetings of these bodies.
3. The President, at his/her discretion, may delegate the authority to speak on behalf of the GSA on an issue by issue basis.
4. The President shall be responsible for encouraging the GSA members of each Graduate Degree Program to select GSA Assembly Members.
5. The President shall oversee and shall have primary responsibility for ensuring the integrity and timeliness of the GSA Committee Representative nomination and appointment process.
6. The President shall attend at least two of the meetings of the University of California Students Association (UCSA) and attend or provide a proxy for the UCSA Congress.
7. 7. The President shall be a signatory for the GSA account(s).
8. 8. The President shall facilitate GSA activities.

Vice President, Internal Affairs

The Vice President - Internal Affairs (VPIA) shall be the chief operating officer of the GSA and shall assist the President in the administration of the internal operations of the GSA. The Vice President - Internal Affairs shall also assist the President in representing GSA interests in matters of campus infrastructure and capital planning (GSA Const. art. III, § D.2).

1. The VPIA shall make regular reports to the Executive Committee and to the Assembly.
2. The VPIA shall be the official GSA representative to the Academic Senate Council on Planning and Budget and shall serve on its Committee on Capital and Space Planning. The VPIA shall be the official alternate GSA representative to the Campus Planning Committee. If necessary, and after being approved by the Executive Committee, the VPIA may appoint designees to attend meetings of these bodies.
3. The VPIA shall be the lead officer on issues of parking and transportation including, but not limited to, automobile access and parking, bicycle access and parking, and mass transit and other forms of alternative transportation.
4. The VPIA shall be responsible for hiring, training, and supervising GSA employees
5. The VPIA shall oversee GSA Lounge reservations and maintenance.
6. The VPIA shall be a signatory for the GSA account(s).
7. The VPIA shall help facilitate GSA activities.

Vice President, External Affairs

Vice President - External Affairs (VPEA) shall assist the President in representing UCSB Graduate Student interests beyond the UCSB campus and shall serve as the chief delegate of the GSA in external matters (GSA Const. art. III, § D.7).

1. The VPEA shall make regular reports to the Executive Committee and to the Assembly.
2. The VPEA shall be the official GSA representative to the Academic Senate Council on Planning and Budget Committee on Development and Community Relations. If necessary, and after being approved by the Executive Committee, the VPEA may appoint a designee to attend meetings of this committee.
3. The VPEA shall attend UCSA meetings.
4. The VPEA shall prepare for and advocate on behalf of the GSA during UC and UCSA lobbying activities.
5. The VPEA shall attend or provide a proxy for the UCSA Congress.
6. The VPEA shall help facilitate GSA activities.

Vice President, Academic Affairs

The Vice President - Academic Affairs (VPAA) shall assist the President in representing GSA interests in academic affairs and shall serve as the primary liaison with the Academic Senate (GSA Const. art. III, § D.5).

1. The VPAA shall make regular reports to the Executive Committee and to the Assembly.
2. The VPAA shall be an official GSA representative to the UCSB Faculty Legislature. The VPAA shall be the official GSA representative to the Academic Senate Graduate Council and shall serve, as appropriate, on its Committee on Program Review and Committee on Graduate Funding and Fellowships. The VPAA shall be the official GSA representative to the Academic Senate Council on Research and Instructional Resources and its Committee on Library, Information, and Instructional Resources. If necessary, and after being approved by the Executive Committee, the VPAA may appoint designees to attend meetings of these bodies.
3. The VPAA shall manage the annual nomination and selection process for GSA Excellence in Teaching Awards.
4. The VPAA shall help facilitate GSA activities.

Vice President, Graduate Student Affairs

The Vice President - Graduate Student Affairs (VPGSA) shall assist the President in representing GSA interests in matters of UCSB student affairs (GSA Const. art. III, § D.6).

1. The VPGSA shall make regular reports to the Executive Committee and to the Assembly.
2. The VPGSA shall be the official GSA representative to the Academic Senate Graduate Council Committee on Graduate Student Affairs and the Academic Senate Undergraduate Council. If necessary, and after being approved by the Executive Committee, the VPGSA may appoint designees to attend meetings of these bodies.
3. The VPGSA shall be the lead GSA member on the GSA GSHIP Committee, and shall work with the Student Health Service Director to coordinate GSHIP negotiations.
4. The VPGSA shall be the lead GSA Officer on housing issues.
5. The VPGSA shall oversee the selection process for the Dixon-Levy GSA Service Award
6. The VPGSA shall help facilitate GSA activities.

Vice President, Budget and Finance

The Vice President - Budget and Finance (VPBF) shall be the chief financial officer of the GSA and assist the President in representing GSA interests in the area of campus budget and financial planning.

The Vice President - Budget and Finance shall prepare an annual budget, present monthly

financial reports to the GSA Assembly, keep financial records, and maintain an inventory of GSA assets (GSA Const. art. III, § D.3).

1. The VPBF shall make regular reports to the Executive Committee and to the Assembly.
2. The VPBF shall be the official GSA representative to the Academic Senate Council on Planning and Budget Committee on Academic Planning and Resource Allocation. If necessary, and after being approved by the Executive Committee, the VPBF may appoint a designee to attend meetings of this committee.
3. The VPBF shall ensure the timely payment of GSA bills, reimbursements, stipends and honoraria.
4. The VPBF shall deposit income (donations, lounge fees, etc.) into GSA accounts in a timely fashion.
5. The VPBF shall be a signatory for the GSA account(s).
6. The VPBF shall handle correspondence regarding funding requests.
7. The VPBF shall prepare and distribute, on a quarterly basis, reports to the GSA Assembly of all stipends, honoraria, and rebates paid.
8. The VPBF shall prepare and distribute, at the end of the academic year, a report to the GSA Assembly of funds given out to student organizations during the academic year.
9. The VPBF shall help facilitate GSA activities.

Vice President, Communications and Records

The Vice President - Communication and Records (VPCR) shall be the chief information officer of the GSA and shall serve as public relations officer and archivist. The Vice President - Communications and Records shall ensure that GSA Assembly meeting minutes are recorded and published and that copies of the Constitution, By-laws, and enacted resolutions are available to all GSA members (GSA Const. art. III, § D.4).

1. The VPCR shall make regular reports to the Executive Committee and to the Assembly.
2. The VPCR shall maintain a list of administrative contacts with bodies to which the GSA appoints GSA Committee Representatives. The VPCR shall handle correspondence in regards to the application process for GSA Committee Representative positions. The VPCR shall receive and record all reports from GSA Committee Representatives and shall regularly distribute such reports to the GSA Executive Committee and place copies of the reports in the GSA archives.
3. The VPCR shall handle correspondence with the Members of the GSA Assembly. The VPCR shall keep a roster of GSA Assembly Members and shall distribute copies to Assembly Members at least once each quarter.
4. The VPCR shall ensure that all GSA Officer reports are made available to the GSA Assembly and the GSA members at large.
5. The VPCR shall handle normal correspondence with GSA members and shall publish a monthly newsletter and distribute it to all GSA members and administrative offices.
6. The VPCR shall ensure that the GSA web site is maintained and updated.
7. The VPCR shall publicize all GSA events and programs.
8. The VPCR shall keep a publicity file for the GSA.
9. The VPCR shall help facilitate GSA activities.

Vice President, Committees and Planning

The Vice President - Committees and Planning (VPCP) shall assist the President in ensuring

adequate representation of UCSB Graduate Student interests in UCSB campus committees and shall serve as the chief of planning to GSA public events (GSA Const. art. III, § D.8).

1. The VPCP shall make regular reports to the Executive Committee and to the Assembly.

a. The VPCP shall provide updates to the GSA Executive Committee on a monthly basis and shall place copies of the reports in the GSA archives.

2. The VPCP shall maintain current information regarding campus committees and shall publish such information on a monthly basis.

a. The VPCP shall maintain an updated list of administrative contacts to bodies of which the GSA appoints GSA Committee Representatives. This shall be completed in coordination with the VPCR, and shall be made available via the GSA official website.

b. The VPCP shall be chiefly responsible for the announcement of open positions, and recruitment of a diverse graduate student body of representatives to serve on UCSB campus-based committees.

c. The VPCP shall handle correspondence in regards to the application process for GSA Committee Representative positions.

d. The VPCP shall request, receive and record all committee summary reports from approved GSA Committee Representatives.

e. The VPCP shall ensure that all GSA-appointed committee summary reports are made available to the GSA Assembly and the GSA members at large; this shall be completed on a quarterly basis.

f. The VPCP shall be responsible for communicating to the VPBF required information related to committee stipends for all eligible GSA graduate student committee representatives.

3. The VPCP shall serve as chief of planning for all GSA events and programs, and shall be permitted to delegate tasks to GSA members as needed.

a. The VPCP shall help facilitate financial arrangements for GSA public events, in coordination with the VPBF.

b. The VPCP shall maintain a publicity file related to GSA events and programs and shall archive such documents by the end of spring quarter, in coordination with the VP of Budget and Finance.

4. The VPCP shall help facilitate all other GSA activities.