UCSB GSA Officers Responsibilities
Updated in April 2020

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The Co-President (External)

The Co-President External shall be the chief executive officer of the GSA in coordination with the Co-President Internal.

Responsibilities

a. The Co-President External shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.

b. The Co-President External shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.

c. The Co-President External may give presiding responsibilities to other GSA Officers on an as-needed basis.

d. The Co-President External shall be the official representative and spokesperson for the GSA (GSA Constitution Article III).

e. The Co-President External shall make routine reports to the Executive Committee and to the GSA Assembly.

f. The Co-President External shall by default be the official GSA representative to the following UCSB bodies:
   i. the Council of Presidents; and,
   ii. UCSB Academic Senate Faculty Legislature; and,
   iii. UCSB Calendar Committee; and,
   iv. UCSB Commencement Speaker Selection Committee; and,
   v. UCSB Campus Planning Committee; and,
   vi. UCSB Foundation Board of Trustees; and,
   vii. UCSB Alumni Association Board of Directors; and
   viii. Academic Senate Graduate Council (ASGC); and
   ix. Academic Senate Graduate Council (ASGC) Program Review Committee (PRC); and
   x. Academic Senate Graduate Council (ASGC) Graduate Funding and Fellowships Committee (GFF); and
   xi. All of the Chancellor’s Advisory Committees.

xii. If necessary, and after being approved by the Executive Committee, the Co-President External may appoint a proxy to attend meetings of these bodies.

g. The Co-President External shall be responsible for furnishing an agenda for each GSA Assembly Meeting, and for presiding over each GSA Assembly Meeting in
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coordination with the Co-President Internal.
h. The Co-President External shall be a signatory for the GSA account(s).
The Co-President (Internal)

The Co-President Internal shall be the chief operating officer of the GSA and shall lead the administration of the internal operations of the GSA in coordination with the Co-President External.

Responsibilities

a. The Co-President Internal shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.

b. The Co-President Internal shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.

c. The Co-President Internal shall assist the Co-President External in representing the GSA’s interests in matters of campus infrastructure and capital planning (GSA Constitution Article III).

d. The Co-President Internal shall make routine reports to the Executive Committee and to the GSA Assembly.

e. The Co-President Internal shall be the official alternate GSA Representative to the following UCSB bodies:

   i. UCSB Campus Planning Committee; and
   ii. Academic Senate Council on Planning and Budget (CPB); and,
   iii. Academic Senate Council on Planning and Budget (CPB) Committee on Academic Planning and Resource Allocation (CAPRA).
   iv. Academic Senate Council Committee on Research and Instructional Resources; and,
   v. Academic Senate Council Committee on Library, Information, and Instructional Resources.
   vi. If necessary, and after being approved by the Executive Committee, the Co-President Internal may appoint a proxy to attend meetings of these bodies.

f. The Co-President Internal shall manage the annual nomination and selection process for GSA Excellence in Teaching Awards by chairing the UCSB GSA Excellence in Teaching Awards Committee.

g. The Co-President Internal shall manage the annual nomination and selection process for the Dixon-Levy GSA Service Award by chairing the UCSB GSA Dixon-Levy Service Award Committee.
h. The Co-President Internal shall be responsible for hiring, training, and supervising GSA Lounge employees.

i. The Co-President Internal shall oversee GSA Lounge reservations and maintenance.

j. The Co-President Internal shall be a signatory for the GSA account(s).

k. The Co-President Internal shall be responsible for furnishing an agenda for each GSA Assembly Meeting, and for presiding over each GSA Assembly Meeting, in coordination with the Co-President External.

l. The Co-President Internal shall serve as Chairperson of Executive Officer Meetings.

m. The Co-President Internal shall assist the VPBFC in maintaining an inventory of GSA assets.
The Vice President of Budget, Finance, and Committees (VPBFC)

The VPBFC shall be the chief financial officer of the GSA and shall assist the co-Presidents in representing GSA interests in the area of campus budget and financial planning (GSA Constitution Article III).

**Responsibilities**

a. The VPBFC shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.
b. The VPBFC shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.
c. The VPBFC shall prepare an annual budget.
d. The VPBFC shall present monthly financial reports to the GSA Assembly.
e. The VPBFC shall keep financial records.
f. The VPBFC shall maintain an inventory of GSA assets (GSA Constitution Article III).
g. The VPBFC shall make routine reports to the Executive Committee and the GSA Assembly.
h. The VPBFC shall serve as the official GSA Representative on the Chancellor’s Committee on Budget Strategy.
i. The VPBFC shall ensure the timely payment of GSA bills, reimbursements, stipends, grants, and honoraria.
j. The VPBFC shall deposit income (donations, lounge fees, etc.) into GSA accounts by the end of each quarter.
k. The VPBFC shall be a signatory for the GSA account(s).
l. The VPBFC shall handle correspondence and maintain confidential records regarding all funding requests.
m. The VPBFC shall post, on a quarterly basis, an updated budget on the GSA website in coordination with the VPCE. This budget shall include the approved amounts for each line item as well as expenditures/income so far.
n. The VPBFC shall prepare and distribute, at the end of the academic year, a report to the GSA Assembly on the status of the GSA budget.
o. The VPBFC shall ensure payment of UCSA/UCGCP membership dues within five (5) UC business days of receiving the bill.
p. The VPBFC shall manage the GSA grant programs, including the Travel Grant, Emergency Grant, Childcare Grant, and Co-Sponsorship Grant.
q. The VPBFC shall maintain current information regarding UCSB committees and similar bodies and shall post such information to the GSA website at least quarterly in coordination with the VPCE.

r. The VPBFC shall maintain a current list of administrative contacts, mission statements, and other information relevant to committees for which the GSA appoints committee representatives.

s. The VPBFC shall maintain a list of all GSA Committee Representatives and their contact information.

t. The VPBFC shall publicize vacant committee positions and recruit a diverse group of graduate students to serve on-campus committees.

u. The VPBFC shall handle correspondence regarding the application process for GSA Committee Representative positions.

v. The VPBFC shall request, receive, and record all Committee Representative reports about their respective committees, and post an executive summary of each quarter’s reports to the GSA website in coordination with the VPCE.

w. The VPBFC will process committee stipends for all eligible Committee Representatives.
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The Vice President of Communications and Events (VPCE)

The VPCE shall be the chief information officer of the GSA and shall serve as public relations officer, archivist and events planner (GSA Constitution Article III).

Responsibilities

a. The VPCE shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.
b. The VPCE shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.
c. The VPCE shall ensure that GSA General Assembly minutes are recorded, published, distributed to the Assembly Members, and archived.
d. The VPCE shall ensure that copies of the GSA Constitution, Bylaws, and enacted resolutions are available to all GSA members (GSA Constitution Article III).
e. The VPCE shall make routine reports to the Executive Board and to the GSA Assembly.
f. The VPCE shall be responsible for implementing a plan to recruit the GSA members of each Graduate Degree Program to select GSA Assembly Members.
g. The VPCE shall handle correspondence with GSA Assembly Members.
h. The VPCE shall record attendance for GSA General Assembly.
i. The VPCE shall keep a roster of GSA Assembly Members and post it on the GSA website, updated at least quarterly.
j. The VPCE shall report the attendance to the VPBFC in order to process the quarterly payments of the Assembly Members.
k. The VPCE shall ensure that all GSA Officers reports are made available to the GSA Assembly and the GSA Members at large.
l. The VPCE shall handle correspondence with GSA Members.
m. The VPCE shall act as GSA’s Webmaster:
   i. Ensure that the GSA website is maintained and updated; and,
   ii. Maintain the GSA Listservs (Graduate Students and Assembly Members); and,
   iii. Maintain the GSA Resources Tab up to date; and,
   iv. Assist other members of the Executive Board with outreach announcements and communications in a manner pursuant to the time-sensitive nature of the communication; and,
   v. Publicize all GSA events and programs on the social media; and,
   vi. Post information, resources, and updates on the social media; and,
   vii. Organize and maintain Executive Board Drive;
viii. Create the posters of the GSA Events; and,
ix. Keep a publicity file for the GSA.

n. The VPCE shall assist the co-Presidents and Election Committee in publicizing the GSA Elections Guide as well as official Elections results.
o. The VPCE shall maintain the GSA Archives in accordance with University archival policies.
p. The VPCE shall facilitate a weekly GSA-sponsored breakfast gathering for graduate students with the GSA Lounge Head Staff.
q. The VPCE shall conduct Three on-campus (e.g., in lounge) events and three off-campus events.
r. Any reduction of the duties in q) must be approved by a majority of the Executive Committee on a case-by-case basis.
s. The VPCE shall plan, organize and conduct Mosher Time every quarter, as per guidelines.
t. The VPCE shall take over hospitality and food arrangements for all General Assembly Meetings and other occasions pertaining to the GSA in coordination with the Co-President Internal.
The Vice President of the Graduate Student Affairs (VPGSA)

The VPGSA shall assist the GSA co-Presidents in representing GSA interests in matters of UCSB graduate student affairs (GSA Constitution Article III).

Responsibilities

a. The VPGSA shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.

b. The VPGSA shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.

c. The VPGSA shall make routine reports to the Executive Committee and to the GSA Assembly.

d. The VPGSA shall be the official GSA representative to the following UCSB bodies:
   1. UCSB Student Oversight Committee; and,
   2. Associated Students Undergraduate Council; and,
   4. If necessary, and after being approved by the Executive Committee, the VPGSA may appoint a proxy to attend meetings of these bodies.

e. If necessary, and after being approved by the GSA Executive Committee, the VPGSA shall appoint a GSA member to a paid position dedicated to Graduate Student Advocacy, pursuant to the UCSB GSA Constitution and Bylaws.

f. The VPGSA shall be the lead GSA member on any University graduate student health insurance committee and in negotiations involving graduate student health insurance, including:
   1. Sit on UC SHIP: Executive Oversight Board (EOB); and,
   2. Participate in the Student Caucus call; and,
   3. Complete online orientation course for EOB; and,
   4. Serve on the UC SHIP Advisory Board (Local).

g. The VPGSA shall hold at least one forum each quarter for graduate students to discuss student health insurance issues and concerns and update Virtual Town Hall on the GSA website in coordination with the VPCE.

h. The VPGSA shall be the lead GSA Officer on housing, transportation, and parking issues.

i. The VPGSA shall attend Property Provider meetings.
Vice President of External Affairs (VPEA)

The VPEA shall assist the GSA 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 Constitution Article III).

Responsibilities

a. The VPEA shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall;
b. The VPEA shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus;
c. The VPEA shall make routine reports to the Executive Committee and to the GSA Assembly.
d. The VPEA shall be the official GSA representative to the following UCSB bodies:
   i. UCSA Board of Directors; and,
   ii. UCSA University Affairs Committee.
   iii. If necessary, and after being approved by the Executive Committee, the VPEA may appoint a proxy to attend meetings of these bodies.
e. The VPEA shall attend all UCSA meetings or provide a proxy pursuant to UCSA Bylaws and guidelines.
f. If necessary, and after being approved by the GSA Executive Committee, the VPEA shall appoint GSA members to UCSA auxiliary positions, pursuant to UCSA Bylaws.
g. The VPEA shall ensure a diverse group of GSA members participate in UCSA activities.
h. The VPEA shall attend or provide a proxy for, and oversee GSA member attendees of, all of the following UCSA activities:
   i. routine UCSA Board of Directors meetings, including the annual UCSA Board of Directors Retreat; and,
   ii. the UCSA Student Congress; and,
   iii. the UCSA Students of Color Conference; and,
   iv. the UCSA Student Lobby conference.
i. The VPEA shall prepare for and recruit GSA members to participate during UC and UCSA lobbying activities and to advocate on behalf of GSA.
j. The VPEA shall assist the VPBFC in determining the appropriate GSA membership
dues owed UCSA by the end of March.
k. The VPEA shall present to GSA Assembly a UCSA Board Approved proposed
   annual budget during the April Assembly meeting.
l. The VPEA shall follow all travel expense guidelines, in accordance with University
   travel policy.
GSA Payments to Officers

a. The GSA Assembly provides stipends each quarter to the elected GSA Officers in recognition of and appreciation for their volunteer service to the GSA.

b. Elected GSA Officers shall receive stipends in the following quarterly amounts:
   i. Co-Presidents (External and Internal): $3000 during Fall, Winter, and Spring quarters; $1000 during Summer quarter.
   ii. Vice President of Budget, Finance, and Committees: $2250 during Fall, Winter, and Spring quarters; $500 during Summer quarter.
   iii. Vice President of Communications and Events: $2250 during Fall, Winter, and Spring quarters; $500 during Summer quarter.
   iv. Vice President of Graduate Students’ Affairs: $2250 during Fall, Winter, and Spring quarters; $500 during Summer quarter.
   v. Vice President of External Affairs: $2250 during Fall, Winter, and Spring quarters; $500 during Summer quarter.

c. If an elected GSA Officer is unable to fulfill their duties, or resigns, during Summer, Fall, Winter, or Spring quarters, and the Executive Committee approves, another GSA Officer or Immediate Past President may fulfill those duties and receive a pro-rated stipend until a Special Election is held for that position, or until the elected GSA Officer resumes fulfilling their duties.

d. If a GSA Officer or the Immediate Past President fulfills the duties of more than one office, he or she may receive multiple summer stipends if the Executive Committee, by a two-thirds (66%) vote, approves.