



PRESIDENT

Contact:

- Marisa Biondi: marisaeb@tamu.edu
- Stefanie Baker: stefanieb@studentlife.tamu.edu

Qualifications:

- Be in good standing with the University.
- Be seeking a graduate or professional degree from Texas A&M University.

Descriptions and Duties:

- Represents graduate and professional students and the Graduate and Professional Student Council to the University and Non-University communities.
- Will facilitate the realization of the goals of the Graduate and Professional Student Council.
- Plans, prepares, and chairs all Executive Committee meetings.
- Completes annual Graduate and Professional Student Council recognition procedures as mandated by the Department of Student Activities.
- Serves on all University Committees requiring the presence of the Graduate and Professional Student Council President.
- Appoints Graduate and Professional Student Council Representatives and/or other graduate or professional students to University Committees or delegates that power to the Vice President of University Affairs.
- Upon resignation or removal of an Officer, the President will appoint a temporary replacement until an election can be held or an Executive Committee appointment and General Assembly confirmation can be made.
- Is a voting member of the Executive Committee, when it meets in committee.
- Maintains a protocol and procedural knowledge to be passed onto successive President Officers.

Approximate Time Commitment:

- 20 hrs./wk.

EXECUTIVE VICE PRESIDENT

Contact:

- Koen Hocker: koen.hocker@tamu.edu
- Stefanie Baker: stefanieb@studentlife.tamu.edu

Qualifications:

- Be in good standing with the University.
- Be seeking a graduate or professional degree from Texas A&M University.

Descriptions and Duties:

- Plans, prepares, and chairs all Business and Special meetings of the General Assembly.
- Serves as Risk Management Officer, unless delegated otherwise.
- Oversees the upkeep and enforcement of the Constitution and By-Laws.

- Serves on committees as appointed by the President.
- Serves in place of the President when the President is not able to do so.
- Coordinates elections.
- Will invite groups offering pertinent information or services to graduate and professional students to give short presentations to the Graduate and Professional Student Council in an effort to help disseminate that information and raise awareness of those services.
- Coordinates with the Vice President of Information to ensure that all speaker or presenting group presentations are made available to the Graduate and Professional Student Council.
- Issues a call for agenda items, verbally at Business and/or Special meetings and/or through a standard mass communication medium.
- Ensures all agendas and resolutions are made available to the entire Graduate and Professional Student Council.
- Is a voting member of the Executive Committee, when it meets in committee.
- Maintains a protocol and procedural knowledge to be passed onto successive Executive Vice President Officers.

Approximate Time Commitment:

- 10 hrs./wk.

VICE PRESIDENT OF INFORMATION

Contact:

- Paul Tael: ptaele@tamu.edu
- Stefanie Baker: stefanieb@studentlife.tamu.edu

Qualifications:

- Be in good standing with the University.
- Be seeking a graduate or professional degree from Texas A&M University.

Descriptions and Duties:

- Records attendance at General Assembly and Executive Committee meetings.
- Maintains the Graduate and Professional Student Council member roster.
- Ensures all documents regarding Delegate eligibility are available to the entire Graduate and Professional Student Council.
- Maintains a list of recognized entities.
- Maintains organizational history of the Graduate and Professional Student Council.
- Maintains distribution lists and standard mass communication medium accounts. Is a voting member of the Executive Committee, when it meets in committee.
- Maintains a protocol and procedural knowledge to be passed onto successive Vice President of Information Officers.

Approximate Time Commitment:

10 hrs./wk.

VICE PRESIDENT OF FINANCE

Contact:

- Christian Nygren: christian.nygren@tamu.edu
- Stefanie Baker: stefanieb@studentlife.tamu.edu

Qualifications:

- Be in good standing with the University.
- Be seeking a graduate or professional degree from Texas A&M University.

Descriptions and Duties:

- Facilitates the preparation of the annual Graduate and Professional Student Council budget.
- Coordinates with Officers and Committees on budgets for events and activities.
- Presents fiscal requests to and serves as liaison to the Student Affairs Fee Advisory Board or its current equivalent.
- Coordinates with the Executive Committee to identify possible sources of funding from institutions, grants, individuals, etc. to raise funds for the Graduate and Professional Student Council and its activities.
- Is a voting member of the Executive Committee, when it meets in committee.
- Maintains a protocol and procedural knowledge to be passed onto successive Vice President of Finance Officers.

Approximate Time Commitment:

- 10 hrs./wk.

VICE PRESIDENT OF UNIVERSITY AFFAIRS

Contact:

- Ashley Knorr Gehring: Ashley.knorr@tamu.edu
- Stefanie Baker: stefanieb@studentlife.tamu.edu

Qualifications:

- Be in good standing with the University.
- Be seeking a graduate or professional degree from Texas A&M University.

Descriptions and Duties:

- Maintains a list of Graduate and Professional Student Council facilitated appointments to committees and other entities.
- Assists the President in finding and appointing Representatives to University Committees.
- Maintains a list of persons, such as University administrators; graduate and professional student advisors; leaders of the Faculty Senate, University Staff Council, and Student Government Association; graduate student organizations; etc. that are frequently contacted by the Graduate and Professional Student Council.
- Maintains and verifies a list of University Committees.
- Notifies University Committees of Graduate and Professional Student Council member suspensions and changes.
- Is a voting member of the Executive Committee, when it meets in committee.
- Maintains a protocol and procedural knowledge to be passed onto successive Vice President of University Affairs Officers.

Approximate Time Commitment:

- 10 hrs./wk.