

## HEA GSA Position Descriptions

### **President:**

The main responsibility of the President is to work with the GSA advisor and officers to facilitate overall functions of the organization. The President is the official student representative for the Higher Education program.

Other responsibilities include:

- Create agenda for GSA meetings
- Maintain and update Constitution and Student Organization Status
- Work with Treasurer to assist in all financial matters concerning the organization
- Attend Faculty Meetings
- Support efforts of other officers

2006-2007 Officer: Jenny Sloop (vrsloop@ncsu.edu)

### **Vice President:**

Represent the HEA GSA when the President is unable to fulfill his or her duties, including Faculty Meetings and running HEA GSA meetings. Assist the officers of the HEA GSA in the planning and implementing of events and programs. Organize fundraisers and keep in touch with alumni.

2006-2007 Officer: Lindsay Apple (linsdayunc@yahoo.com)

### **Treasurer:**

The duties of the Treasurer include:

- Collection and dispersion of HEA GSA funds.
- Maintaining accurate financial records and producing a monthly balance report.
- Assisting with fund-raising efforts.
- Ensuring signature card at Wachovia Bank is current and up-to-date. This needs to be done with any transition of new Treasurer.

2006-2007 Officer: Melusian Wright (funkdame@yahoo.com)

### **Communications Coordinator:**

The Communication Coordinator's primary responsibility will be to take minutes at all meetings, control of organization's correspondence, and the management of the organization's documents.

Examples of tasks include:

- Email minutes to the members of the GSA.
- Responsible for listserv correspondence including assisting with newsletter
- Correspondence with alumni in conjunction with the Alumni Chair
- Take pictures of events throughout the year
- Prepare slideshows when needed
- Work with the President and Vice President to create a quarterly newsletter

2006-2007 Officer: Andy Petters (andy\_petters@ncsu.edu)

### **UGSA Representative:**

The UGSA (University Graduate Student Association) Representative will attend all UGSA Meetings. They are generally held once per month on the last Monday of the month from 7:15 until 9:00pm (on average) in the Faculty Senate Room of DH Hill Library. Serve on a committee of choice in UGSA and attend all committee meetings. These meetings are typically once per month as well. There are about eight committees to choose from. Meeting times and commitments vary depending on the committee. Send pertinent information regarding the UGSA to HEA students over the HEA listserv.

2006-2007 Officers: Cale Connour (cale\_connour@ncsu.edu)  
Daphne Carter (daphne\_carter@ncsu.edu)

**Recruitment Chair:**

This individual's primary responsibilities will be to assist the Higher Education Program Recruitment Coordinator with Recruitment Weekend in February 2006. The individual will lead a committee of HEA students that assist with the overall planning and implementation of the weekend.

Including:

- Scheduling the events
- Housing reservations
- Transportation coordination
- Catering and Social Events

2006-2007 Officer: Kate D'Angelo (krdangel@ncsu.edu)

**Social Chair:**

The Social Chair is responsible for planning and coordinating all major and minor social events for the Higher Education Administration students, faculty, and staff. The Major events include a beginning of the year kick-off, a Holiday party, and an end of the year celebration. It is recommended that there are minor events in between the big events. The social chair is responsible for presenting event ideas to the GSA and then carrying through with all planning of the event that is decided upon.

2006-2007 Officer: Cara Behneman (cara.behneman@gmail.com)

**Professional Development Chair:**

The Professional Development Chair is responsible for promoting relevant professional development opportunities to HEA students. She/he is responsible for the distribution of bi-annual HEA GSA scholarships and HEA GSA end of semester awards.

2006-2007 Officers: Jessica Tiller (jessica\_tiller@ncsu.edu)  
Tony Shurer (tony\_shurer@ncsu.edu)

**Doctoral Student Liaison:**

The Doctoral Student Liaison is responsible for representing doctoral students to the board. She/he is responsible for maintaining contact with doctoral students and suggesting events/resources that doctoral students feel are needed.

2006-2007 Officer: Candice Fisher (cfisher2@unity.ncsu.edu)

**Webmaster:**

The Webmaster is responsible for maintaining all aspects of the website and providing guidance as to what should be added.

2006-2007 Officer: Sam Morris (sam\_morris@ncsu.edu)