

## **Officers and Duties**

### **President:**

Primary contact person for the board. The President is responsible for coordinating communication and activities between board members.

### **Vice President:**

Secondary contact person. The Vice President is responsible for assisting the President in their duties and is expected to assume duties of the President in the absence of the President. The Vice President also takes the minutes of board meetings.

### **Treasurer:**

Maintains accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.

### **Graduate Committee Representative:**

Represents CSGSA in any committee relevant to computer science graduate students, and provides input and opinions that might influence them. The Graduate Committee Representative is responsible for conveying information discussed at committees to the members of the board.

### **Undergraduate Committee Representative:**

Participates in Computer Science Undergraduate Committee meetings as a graduate student representative, and provides input and opinions that might influence decisions made by the Undergraduate Committee. The Undergraduate Committee Representative is responsible for conveying important ideas discussed at Undergraduate Committee meetings to the members of the board.

### **Social Activities Coordinator:**

Responsible for creating and promoting social activities designed to help integrate students and faculty. The Social Activities Coordinator position may be shared by more than one person.

### **PGSG Senator for CS:**

Responsible for representing the Computer Science Department in the Graduate Student Senate and conveying ideas discussed and decisions made in the Senate to board members and graduate students in the department.

### **Faculty Search Committee Representative:**

Assists the department in the faculty search process by attending faculty candidate talks, meeting faculty candidates and encourages graduate student participation in the evaluation process.

**Corporate Relations Coordinator:**

Responsible for maintaining current and establishing new relations with corporations, and for organizing professional activities beneficial to graduate students in the department.

**Webmaster:**

Responsible for maintaining the GSB web pages and updating them in a timely manner.

**Board Member:**

Performs various tasks designated by the board. Each member will be equally responsible for accomplishing the goals of the board.

**Diversity Coordinator**

Organizes events geared towards promoting diversity of cultures and backgrounds in the CS department. May work closely with CS dept staff and faculty to ensure the dept is promoting diversity in graduate admissions and faculty hiring.

**Mentoring Coordinator**

Oversees the GSB Mentoring Program. Refer to the Mentoring Guideline.

See the CS GSB Constitution for further details.