

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 their absence. The Vice President takes the minutes of board meetings and organizes the board's documents.

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 graduate students in the CS Graduate Committee and the CoS Graduate Curriculum and Academic Policy (GCAP) board, providing input that might influence decisions. The Graduate Committee Representative is responsible for conveying info 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 Chair:

Responsible for creating and promoting social activities designed to help integrate students and faculty, with the assistance of other social activities coordinators on the board.

Travel Grant Coordinator:

Manages the CSGSA Travel Grant Program, confirming application submissions, coordinating award decisions with GSB and faculty members, and organizing an annual review.

PGSG Senator for CS:

Responsible for representing the Computer Science Department in the Graduate Student Senate, 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 encouraging graduate student participation in the evaluation process.

Corporate Relations Coordinator:

Responsible for establishing and maintaining board 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.

Physical Asset Manager:

Responsible for maintaining an up-to-date inventory of all GSB-owned non-perishable items (such as board games, sports equipment, and cooking utensils) and managing a checkout system for borrowing or renting these assets to CS graduate students in collaboration with the Treasurer.

Diversity Coordinator:

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

Mentoring Coordinator:

Oversees the GSB Mentoring Program. Refer to the Mentoring Guidelines for more details.

General Officer:

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

See the CS GSB Constitution for further details.

Last Updated: April 5, 2025