Graduate Student Organization
2015 – 2016 Executive Board Application

The Steinhardt Graduate Student Organization is looking for you to become a part of the 2015 -2016 Executive Board. Join Us!

What is Steinhardt Graduate Student Organization All About?

Come be a part of building the Steinhardt graduate community. You can help to plan events, socials, and distribute money for other Steinhardt students to participate in conferences and other professional development opportunities. You can also be involved in helping to bring about positive changes to both NYU and Steinhardt by communicating and interacting with department chairs, deans, and the NYU administration. Come be a part of the Steinhardt leadership!

What Qualifications do I Need to Join?

Candidates must be current NYU Steinhardt graduate students in good academic standing who will be enrolled in Steinhardt for the 2015-2016 academic year.

How do I Apply?

If you are interested in applying for any of the positions, please complete and email the attached form to the 2014-2015 GSO Senator and Elections Chair Lynn Koos at lak431@nyu.edu. Please include your resume with your application.

What Positions Are Available?

President:

Duties:
- Preside at the Board and Council meetings (Town hall meetings).
- According to the University’s Student Senators Council/University Committee on Student Life (UCSL) rules, the President is a member of the UCSL. The President shall attend School of Education Faculty and Senate meetings or appoint an alternate to attend.
- Inform the Secretary of notices for Board and Council meetings
- Review reports of Board members.
- In cooperation with the Board, develop a goals statement for the Council’s approval at the beginning of each academic year and report the progress on GSO goals at mid-term and end of term.
- Represent and/or appoint representatives for the GSO to School and University academic and social committees/functions.
- Delegate additional responsibilities to Board members as necessary.

Vice-President:

Duties:
- Attend all GSO Board, Council meetings, and Town Hall Meetings.
- In the absence of the President, preside at Board and Council meetings.
- Actively participate in planning and implementing GSO activities and services.
- Oversee professional development programs and activities.
- Coordinates the annual executive board election process in the spring, and will also oversee the appointment process of any missing executive board members in the fall.
- Serves as liaison with Department and Club Representatives including maintaining membership database and sending notices.
- Carry out all other responsibilities as delegated by the President.

**Secretary:**

**Duties:**
- Attend all GSO Board and Council meetings.
- Keep the minutes of the Board and Council meetings.
- Maintain and distribute minutes, committee reports, and correspondence for the Board and the Council. GSO minutes, Committee reports, and correspondence shall be maintained on file in the GSO office.
- Take attendance at council meetings and submit copies of the roster to the Executive Board and Council.
- Take the official tally of votes during Board and Council meetings.
- Assemble and send notices of meetings, agendas, and other materials to Council and Board members.
- Maintain accurate and current files of information in the GSO office.
- Draft communication at the request and approval of the Board and/or Council.
- Respond to general inquiries via Email and Office Phone
- Carry out all other responsibilities as delegated by the President.

**Treasurer:**

**Duties:**
- Implement the budget plans as outlined by the Board. This includes following School and University procedures for deposits to, and payments from, the accounts of the GSO.
- Submit at the beginning of their term a request to the Advisor for enrollment figures of the previous school year, which form a basis for GSO’s allocation from the School and to its constituency. Upon leaving office, the outgoing treasurer from the school year prior to the current school year shall develop a projected budget.
- Report at each meeting of the Board and Council about the financial standing of the GSO.
- Oversee and coordinate the competitive grant process in the fall and spring.
- Consult with the Student Council Budget Advisor to obtain information concerning University transactions charged to the GSO.
- Meet with members of the Board to decide upon requests for additional program funding.
- Prepare an internal audit of GSO’s financial records for submission to the Student Life bookkeeper in May.
- Notify programs whose funds are in jeopardy, have been frozen, or discontinued.
- Prepare written guidelines for department and program functions, as well as special events, in accordance with the Student Council Budget Manual from the Division of Student Affairs.
- Regularly review the monthly attendance of Department and Program Representatives to determine which programs are eligible for additional funds requested.
- Consult with the Secretary as necessary to discuss discrepancies regarding Department and Program representation.
- Carry out all other responsibilities as delegated by the President.

**Senator:**

**Duties:**
- Represent GSO at:
  - University Senate/ Student Senators Council
  - School Senate
  - University Committee on Student Life (UCSL)
- Represent the views and interests of the GSO Council to the NYU Senate, the School Senate, and the UCSL.
- Report to the Board and Council members at the regular meetings the current issues of concern before the NYU Senate, School Senate, and the UCSL.
- Simultaneously be a member of the School Senate and coordinate the activities of all graduate student representatives to the School Senate.
- Confer with the Publicity Chair(s), Alternate Senators, to designate meeting schedules
- Carry out all other responsibilities as delegated by the President.
Social Media and Marketing Chair:

Duties:

- Serve as Alternate Senator during the absence of the Senator by representing the GSO at:
  - University Senate/Student Senators Council
  - School Senate
  - University Committee on Student Life (UCSL)
- During the absence of the Senator, represent the views and interests of the GSO Council to the NYU Senate, the School Senate, and the UCSL.
- During the absence of the Senator, report to the Board and Council members at the regular meetings the current issues of concern before the NYU Senate, School Senate, and the UCSL.
- During the absence of the Senator, simultaneously be a member of the School Senate and coordinate the activities of all graduate student representatives to the School Senate.
- Oversee external relations including, but not limited to, alumni affairs and events, and technology (i.e. the GSO website, newsletter, etc.).
- Oversees all Social Media, including Facebook, Twitter, etc.
- Work with the Events Coordinator to oversee publications of GSO that include, but are not limited to, advertisements and initiatives.
- Ensures consistency in branding (logos, colors, etc.) for GSO, departments, and clubs according to the official Steinhardt Identity standards.
- Carry out all other responsibilities as delegated by the President.

Events Coordinator:

Duties:

- Work with the Publicity Chair to oversee publications of GSO that include, but are not limited to, advertisements and initiatives.
- Organizes, promotes, advertises and executes all events sponsored by the GSO.
- Elicits ideas for events from the student body (i.e. via student surveys)
- Carry out all other responsibilities as delegated by the President.
Graduate Student Organization (GSO)
Executive Board Application

2015-2016 Applicant Information

Name:

Email:

University ID Number:

Phone Number:

Address:

Student Status (please circle if printed/highlight if online):
- Ph.D. or Masters
- Part-time or full-time

Program of Study:

GPA:

Anticipated Graduation Date:

What Executive Board Position are you interested in?:

Please provide a brief paragraph (250 words or less) describing your background and interest your desired position.