

# **GSA Officers**

## **President**

The President serves as the “face” of the GSA, and the President’s position holds the most responsibility and commitment. The President should do their best to attend and lead all GSA meetings with an organized agenda and plan in place. The President should act as the spokesperson for the group, speaking on the principles outlined in the GSA's mission statement. The President should have strong verbal and written communication skills, and have experience in public speaking. This position requires an active leadership role, and is the backbone of the GSA.

## **Vice President**

The Vice President should co-plan all GSA meetings with the President, and be in regular contact with the Secretary and GSA members to discuss upcoming agendas and issues that should be brought to the attention of the group. The VP should lead meetings and events should the President be absent. The VP may be asked to chair committees if the need for them arises. The Vice President should have strong verbal and written communication skills, and be comfortable engaging in open dialogue with members of the GSA. This position requires an active leadership role, and the ability to keep a group on track.

## **Secretary**

The Secretary has the responsibility of co-planning all GSA meetings with the President and VP. The Secretary should also have the role of keeping a record of all GSA meeting minutes, and a record of attendance and decisions made during meetings and events. The Secretary should be charged with distributing handouts during meetings, either electronic or paper. The Secretary should exhibit strong verbal and written communication skills. This position requires an active leadership role, and a strong ability to remain organized and engage in professional communication with members of the GSA.

## **Treasurer**

The Treasurer has the responsibility of keeping an accurate record of all GSA club finances, both incoming and outgoing. The Treasurer may be asked to lead fundraising campaigns, and report the outcomes of each activity. This position should be able to report out financial information at every GSA meeting, and answer any questions that faculty may have about what the group is spending money on. In addition, the Treasurer may be in charge of keeping the GSA up to date on any paperwork the school requires to keep a student club active. This position requires a strong ability to remain organized, and strong mathematical skills.