

## Responsibilities and Time Commitments for GSS Senators and Officers

**Senators** shall serve as liaisons to their college/school, being representatives of GSS within their respective colleges/schools in addition to representatives of their college/school within GSS. Senators shall serve on committees, which may or may not include chairing committees. Committees will communicate and coordinate in between general assembly meetings. Committees will be responsible for bringing draft legislation to the full body, managing various projects and initiatives, gathering data and information, approving use of discretionary funds, planning and promoting events, etc. Senators shall attend meetings in person if possible, via Zoom, or by reviewing recordings of meetings soon thereafter. Senators shall, synchronously and/or asynchronously, participate in discussion and voting. Senators should be willing to serve on university committees as a representative of GSS and the graduate students. Senators may be fulltime or part-time, on-campus or online. *Time Commitment: 3-4 hours a month.*

The **President** shall serve as Chair of the Senate and shall preside at all general assembly meetings. She or he shall sit as a member of the university's Graduate Council, ex officio. She or he shall serve as the official representative of the Senate and shall have ultimate responsibility for the proper observance of all responsibilities delegated to members of the Senate or of any committee thereof. *Time Commitment: 3-4 hours a week.*

The **Vice President of Logistics** shall serve as acting chair of the Senate in the absence of the President and during such time assume all duties of that office. She or he shall assist the President in the proper observance of all responsibilities delegated to the members of the Senate or any committee thereof as well as reserve all rooms and facilities needed for events, coordinate scheduling when needed. She or he will also carry out miscellaneous day-to-day administrative needs as they arise, including coordinating event preparation, execution, and staffing. *Time Commitment: 1-2 hours a week.*

The **Vice President of Finance** shall keep a full account of money expended and received and shall make a report of such account as the Senate may desire. She or he will coordinate University-administered receipts and all expenditures and financial responsibilities of the Senate. She or he shall have charge of all accounts managed by the Senate. *Time Commitment: 1-2 hours a week.*

The **Vice President of Student Engagement** handles event coordination to improve student relations and increase graduate student engagement across campus to support and sustain a connection culture at TCU. This vice president acts as a liaison between various bodies, organizations and partners across campus to support internal engagement, but also acting as a liaison for external engagements beyond the campus community. To promote and sustain relations with students, this vice president will also take the lead in advertising events and opportunities to the student body via emails, flyers, and coordination of speaking roles for graduate student orientations as needed. *Time Commitment: 1-2 hours a week.*

The **Historian** shall keep a record of the proceedings of all Senate meetings and meetings of the officers and shall distribute copies of that record to all senators before the next meeting of the Senate. She or he shall maintain a current file of all notes from Senate meetings with any additional documentation of interest to the Senate. The Historian shall keep a current list of the membership of the GSS and its representatives to all internal and external committees and inform the chairs of such bodies following selection of those representatives. At all events, the historian shall record and/or photograph events for the Senate website and other publications to be passed down to future bodies in conjunction with the Graduate Assistants in the Office of Graduate Studies. *Time Commitment: 1-2 hours a week.*