



## **2024 - 2025 Cabinet Positions**

This document provides information on the duties and responsibilities of each GSA Cabinet Member position for the 2024-2025 academic year. Please read the descriptions below to learn more about specific roles.

### **President**

- Serve as the primary spokesperson for GSA and have a formal line of communication with the Dean and the School of Education's administration
- Meet quarterly with other GSA's as they emerge on campus and establish a positive and continuous relationship with them
- Voice the concerns of SOE Graduate Students at various campus administrative meetings including, but not limited to: Board of Trustees, SOE Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary

### **Senior Vice President**

- Serve as the primary support officer for the Department Liaisons. The Senior Vice President (SVP) offers themselves as a consultant to Department Liaisons and assists them in the critical thinking process to troubleshoot department/program concerns
- Share the responsibility of meeting quarterly with other GSA's as they emerge on campus
- Assist in establishing a formal relationship with other GSAs
- Represent SOE Graduate Students at various campus administrative meetings including, but not limited to: Board of Trustees, SOE Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary

### **Vice President of Administration**

- Serve as the collector, disseminator, and organizer of information for the GSA  
Administrative duties can also be expanded to include financial officer duties should GSA have a budget

- Keep the minutes of the Cabinet and Town Hall
- Maintain and distribute minutes, committee reports, and correspondence for the Cabinet. GSA minutes, Committee reports, and correspondence shall be maintained on file
- Take attendance at Town Halls and submit copies to the Cabinet
- Take the official tally of votes during Cabinet and Town Halls
- Assemble and send notices of meetings, agendas, and other materials to the Cabinet
- Maintain accurate and current files of information
- Draft communication at the request and approval of the Cabinet
- Respond to general inquiries via email
- Carry out all other responsibilities as delegated by the Cabinet

### **Program & Finance Organizer**

- Create budget proposals as approved by the Cabinet
- Implement the budget plans as outlined by the Cabinet. This includes following School and University procedures for deposits to, and payments from, the GSA accounts
- Report at each Cabinet meeting about the financial standing of the GSA
- Meet with members of the Cabinet to decide upon requests for additional program funding
- Notify programs whose funds are in jeopardy, have been frozen, or discontinued
- Carry out all other duties as assigned by the Cabinet

### **Vice President of Academic Advising and Enrollment**

- Serve as the primary liaison for the Academic Advising and Enrollment offices
- Address concerns brought to the cabinet involving these offices
- Attend Faculty Senate meetings and represent Graduate Student voices
- Plan, organize, and implement event projects
- Aid Public Relations Officer in all GSA external communication and collaboration with other organizations on campus
- Type agendas for events to organize staffing and responsibilities for other GSA members
- Assist the Public Relations Officer with projects as needed. Other duties as assigned by the Cabinet

### **Public Relations Officer**

- Handle internal and external communication of the GSA
- Represent the concerns of SOE Graduate Students at Redlands Student Government meetings and will serve as a general liaison between the two governmental associations
- Approve all GSA marketing, communications, and public affairs related material

- Document and present all graduate student issues and feedback to the Cabinet
- Carry out all other responsibilities as delegated by the President
- Establish, maintain, and enhance social media presence and lead digital outreach programs

### **Department Liaisons**

- Due to the three (3) departments in the School of Education, there will also be three (3) liaisons as outlined below:
  1. Department Liaison, Teaching and Learning
  2. Department Liaison, Counseling and Human Services
  3. Department Liaison, Leadership and Higher Education

All Department Liaisons will:

- Support the Program & Finance Organizer as needed
- Provide avenues for self-advocacy within their departments/programs and will serve as the gatekeepers through which complex concerns reach GSA leadership
- For issues that arise that are specific to the Department or Program, Department Liaisons are empowered to troubleshoot those issues between their Program Coordinator(s)/Department Chairs and the Students they represent. For issues that are more complex or have implications affecting the School of Education, Department Liaisons will bring them to the GSA cabinet meetings, where GSA leadership can petition the Dean or other functional areas of the School of Education
- Maintain an open channel of communication and collaborate with Program Coordinator(s)/Department Chairs, faculty, and students in their departments for programming and event planning
- Carry out all other duties as assigned by the Cabinet