



The board positions available for the 2013-2014 academic year include four officer positions, a representative position, and several graduate student liaisons, who represent their respective academic departments:

GSO Officer Duties

The President:

- Maintains the direction and upholds the values laid out in the mission statement of the GSO.
- Serves as the primary conduit for communication between the GSO and the administrative bodies of Loyola University Maryland, and is considered the primary spokesperson for the GSO.
- Chairs and sets the agenda for all GSO Council meetings, or designates someone to fulfill these duties in his/her absence.
- May not vote in executive officer elections, except to provide a tie-breaking decision in the event of a tie.
- Oversees the implementation and monitors the progress of all programs and activities developed through the GSO and its subsidiary committees.
- Delegates tasks and responsibilities to the executive officers and members of the GSO Council.
- Reassigns executive responsibilities in the event of an officer's removal or resignation prior to the start of a new academic year.
- Shall reach out to new graduate students and faculty to build on established lines of communication and develop new avenues of dialogue.
- Fosters the development of GSO committees related to the concerns and needs of graduate students.
- Maintains the records of all correspondence of and documentation for the GSO.

The Vice President:

- Assumes the duties of the President in the event of the removal, resignation, or absence of the President. If the President is removed or resigns, the Vice President will complete the remainder of the term in office.
- Works closely with the President and assists in activities as designated by the President.
- Is responsible for conducting an open search for candidates to service as GSO executive office in the following academic year.
- Organizes training for the newly elected executive officers after the GSO election.
- May vote in all executive officer elections except for the position of Vice President.
- Produces and disseminates posters and publicity information, and delegates publicity tasks to other Council members.
- Stands in or delegates a council member to stand in for the graduate student representative on the Senate or Loyola Conference in the case of their absence.
- Serves as the liaison to the undergraduate Student Government Association.
- Serves as the contact person for graduate students requesting to attend the GSO Council meetings, which are open to all graduate students.
- Maintains an updated list of all GSO Council members and Council committees in addition to their respective responsibilities and descriptions.



The Treasurer:

- Assumes the duties of the Vice President in the event of the removal, resignation, or absence of the Vice President. If the Vice President is removed or resigns, the Treasurer will complete the remainder of the term in office.
- Maintains detailed records of funds distributed for events or organization activities.
- Obtains receipts and records accounting for the usage of funds.
- Is responsible for creating and overseeing subcommittees charged with the task of formulating fundraising events.
- Prepares and submits mid-semester budget plans that will be presented to the GSO Council, and ensures that finances are not allocated unequally among projects or beyond the GSO resources.
- Notifies subcommittees of their budget allocations and provides an update, both oral and written, to the GSO Council at least once a semester.
- Allocates time for members to review and inspect GSO financial accounts.
- May vote in all executive officer elections except for the position of Treasurer.
- Assists the President and Vice President with the dissemination of information to the GSO Council and the broader graduate population.

The Communications Chair:

- Maintains the records of all correspondence of and documentation for the GSO.
- Responsibilities include updating and maintaining the GSO website and Facebook account.
- Records and disseminates the minutes of the GSO Council meetings.
- Maintains the history of GSO minutes.
- Keeps track of the GSO Council attendance at GSO meetings.
- Assists the President, Vice President, and Treasurer with the dissemination of information to the GSO Council and the broader graduate population.
- May vote in all executive officer elections except for the position of Communications Chair.