

## **BioGSA (Biology Graduate Students' Association)**

Biology Graduate Students' Association acts as a platform for graduate students to address issues that are of concern and advocates for student needs at the department, college and university level. The group also facilitates in the expansion and improvement of the department of Biology by aiding in the recruitment of new students, helping in the annual department research symposium, administering travel awards and selecting student speakers at the department seminars, among other activities.

### **BioGSA Officer Positions**

#### **President**

- Serves as the contact person for organization
- Attends and oversees monthly BioGSA meetings, and regularly compiles information from the various committees to distribute to the entire Graduate student body
- Reports the meeting to the student body
- Organizes abstract submissions and selection process for student speakers at departmental seminars
- Supervises travel awards selection process
- Maintains social media presence
- Assists in organizing/executing events
- Fills in as a backup for other members if they have a conflict with a monthly meeting

#### **Vice President**

- Time of commitment – 2 years (VP will take over the position of president in the second year of service)
- Must have PhD candidacy at the time of application
- Preference will be given to applicants with prior experience of serving in BioGSA
- Attends monthly BioGSA meetings and oversees the meeting if the President is absent
- Compiles meeting minutes from monthly BioGSA meetings and distributes relevant info to officers and/or student body
- Assists in organizing/executing events
- Helps with social media posts
- Fills in as backup for other members if they have a conflict with a monthly meeting

#### **Treasurer**

- Handles distribution/collection of money for the organization
- Arranges payment of vendors
- Assists in fundraising events

- Attends monthly BioGSA meeting

### **Fundraising Representative**

- Organizes the main fundraising events for BioGSA: Fall merchandise sales and the Spring International Festival.
- Serves as the contact person for merchandise vendors
- Works with the President/VP/Treasurer to execute fundraising events
- Attends >50% of monthly BioGSA meetings

### **Faculty Representative**

- Acts as a liaison between the faculty and BioGSA.
- Attend faculty meetings (once per month), take notes on departmental business pertinent to graduate students, and report the meeting to the BioGSA.
- Communicates with students about any concerns that should be brought to the faculty and informs the faculty of these matters.
- Informs the student(s) who raised the issue about the response they got from the faculty.
- Attends >50% of BioGSA meetings and >90% of faculty meetings.

### **Graduate Programs Committee (GPC) Representative**

- Attends GPC meetings to discuss changes to graduate handbook, curriculum, and program requirements. Relays information between BioGSA and GPC.
- Attends >50% of BioGSA meetings and >90% of GPC meetings

### **Dean's Graduate Student Council, Biology Representative**

- Attends monthly meetings with the Associate Dean for the College of Science and other graduate student representatives from all departments in the college to discuss concerns and suggestions for improvements regarding the graduate students.
- Advocates for changes or additions within the College of Science, as well as promote our department.
- Attends >50% of BioGSA meetings and >90% of Dean's meetings

### **Graduate and Professional Student Government (GPSG) Senators – 2 students**

- Representative of our department in the GPSG general assembly. Senators can also be a member of sub-committees to advocate for graduate student needs and have a say in campus policies with regard to matters such as tuition, finance, research, and professional development.

- Reports and relays important and relevant graduate student issues discussed during the GPSG meetings to our department.
- Attends general assembly meetings are held bi-monthly( 2-2.5 hrs/meeting) in rotations
- Attends >50% of BioGSA meetings

### **Graduate Admissions Committee (GRAC) Representative**

- Helps review applications and provides student perspective to our Biology PhD recruitment process.
- Must have PhD candidacy at the time of application.
- Organizes student volunteers for recruitment weekend.
- Assists with transportation of recruits between airports, hotels, and campus.
- Plans the social activities of the visitation weekend.
- Organize and plan professional development events/activities (along with SPRCOfficers), such as the Graduate Student Seminar Series on Fridays. Amount of time devoted to professional development planning will vary based on involvement in primary duties and the SPRC (2) and GRAC (1) officer(s) will cooperate to balance the organizational workload.
- Attends >50% of BioGSA meetings and 100% of GRAC meetings (~3--4 meetings). GRAC meetings begin in the spring semester as recruitment weekend approaches.

### **Student and Postdoc Research Conference (SPRC) Representative - 2 students**

- Assists the SPRC committee with abstract selection and planning of SPRC.
- Time of commitment 2 years (first year assisting in SPRC organization; second as a lead organizer).
- Organizes student volunteers for setup/tear down of SPRC venue and after event party.
- Attends SPRC
- Organize and plan professional development events/activities (along with GRAC officer), such as the Graduate Student Seminar Series on Fridays. Amount of time devoted to professional development planning will vary based on involvement in primary duties and the SPRC (2) and GRAC (1) officer(s) will cooperate to balance the organizational workload.

- Attends >50% of BioGSA meetings and 100% of SPRC meetings (usually 2 meetings prior to event).