Officer Responsibilities

**President:** The office of the president generally involves the following:
- budget planning with the treasurer and communication with all interested parties about quarterly budgets
- oversight of social and career development activities, and being a point-person for any questions that arise in the planning process
- following up new events with surveys to measure success
- planning, advertising, and running PGSO meetings (at least 1 per quarter)
- attendance at RSO meetings
- being a point-person between faculty and students and making sure that communications are frequent and accurate
- documenting all highlights from the year to pass along to the incoming officers/committees
- hosting a meeting with the incumbent and outgoing officers to pass along knowledge, following RSO guidelines
- generally being available to help with events as needed

**Treasurer:** The office of the treasurer generally involves the following:
- Budget planning with the President
- Managing the entire PGSO budget --> allocating funds, ensuring appropriate spending of funds, processing reimbursements, balancing the overall budget, knowing how much funds are remaining and from which sources, and maintaining records
- Meeting with the social and career development committees to discuss funding allocations for particular events, and to resolve any conflicts that arise
- Ensuring that expenses/reimbursements are processed once submitted
- Contacting event coordinators about their budget and discussing how to submit the reimbursement once the event is over
- Serving as the liaison between the Social Sciences Division and the psychology department on division-wide events and funding
- Attending divisional funding meetings 3x/quarter to propose funding (and receive approval) for PGSO events
- Attending RSO meetings and meeting with RSO advisor to discuss budget
- Planning and proposing RSO budget for the following academic year
- Discussing with the President possible solutions for PGSO organizational issues/conflicts that arise, as well as providing feedback on the President’s ideas to improve PGSO
- Meeting with incumbent and outgoing officers to pass along knowledge

**Secretary:** The office of the secretary generally involves the following:
- Attendance at all PGSO meetings
- Taking role at each meeting (pass around a sign-up sheet)
- Taking notes during each meeting:
  + Basic outline of agenda
  + Summary of opinions, points and arguments brought up during discussion
  + Notes about conclusions reached and future actions to be taken (along with names of volunteers)
- Creating detailed minutes from the rough meeting notes
- Ensuring the minutes are posted on the PGSO website within 2 days of the meeting
**CPGSRS Coordinator:**

The coordinator assists one of our sister schools (Loyola, Northwestern, DePaul, Loyola) organize when they put on this grad student, Chicago-area spring conference. When it is UChicago's turn, our coordinator puts it on. Tasks include helping manage the website, sending out emails inviting people to submit abstracts, encouraging students to attend, and generally lending a helping hand to the host school. The school organizing the conference in any given year reviews the abstracts and chooses who will present, balancing representation from multiple schools (more schools attend than organize it, e.g. Roosevelt is invited), and ensuring junior students are seriously considered for spots. The host school seeks funding from their department or other sources for coffee and snacks at the conference (and more food than that if possible, but people buying their own lunch is fine). Some years, coordinators have organized a happy hour. A gregarious person who is organized and interested in networking with students at other schools is a good fit for the position.

**Mentorship Program Coordinator:**

The Mentorship program coordinator sets up mentors for all incoming students and encourages meetings throughout the year. Plans mentor-mentee event(s). This position has also been responsible for planning orientation for the first-years, together with Mimi. This involves contacting professors and students to come talk to the first years, organizing outside resources (library, computer aid, etc) and being a point person for the first years when they first arrive.

**Committee Responsibilities**

**Professional Development** (up to 4 members):
The career development committee is generally responsible for spearheading efforts to bring information about career options/training to students. This can be in the form of:
- Student-faculty events, including the Faculty-Student Tea
- Student-student workshops where one or two student 'experts' organize a one-hour training session on a skill that students have expressed interest in learning.
-External speakers
- Maintenance of the PGSO website (this is best assigned to one individual who is skilled in web design and programming)
- Mentor families - the recruitment of uppers and communication to incoming students about the program.

**Social** (up to 4 members):
The social committee is generally responsible for spearheading efforts to enhance the social relationships between students. This can take the form of:
- on-campus social events, including coffee breaks, lunches, finals snacks, organized sports, pub nights, and Wine & Cheese following colloquia
- off-campus social events, including house parties, apple-picking
- hosting "Election Night" on the last Wednesday of Spring Quarter

**Academic Life Committee** (up to 4 members):
The Academic Life Committee’s purpose is to address issues in student academic life, both those identified by students as well as by faculty. We hope to foster change in the department by improving communication about academic issues both among students, and between students and faculty through quarterly meetings.
**Diversity Committee:**
The Diversity Committee’s purpose is to promote initiatives that address topics impacting the graduate student experience, but may not be covered by efforts promoting academic/professional development such as (but not limited to) race, gender, religion and sexual orientation.

All committees are responsible for advertising their events both on the PGSO website and through fliers, e-mails to the respective parties. They are also responsible for collecting receipts from all event-related purchases and turning them in to the treasurer accompanied by a brief overview of the event (attendance, time, venue, breakdown of cost). Individuals who make the purchases are expected to present the tax-exempt forms at the time of purchase.

**Travel & Research Funds** (up to 8 members; 2 from each cohort)
The travel & research funds committee is generally responsible for allocating funds to PGSO members for research-related travel and for conducting experiments. There are typically two or three calls for applications per year, each of which entail:
- Reviewing all travel and research award applications
- Meeting to decide how best to distribute the available funds
- Sending out award/rejection letters to all applicants
- Coordinating the distribution of funds with the Finance department