

### General Responsibility of Officers

1. On a schedule to be arranged among the officers, at least one officer must be present to open and close each session.
2. Recruit new members.
3. Make GSO members and other graduate students aware of activities/events planned and the purpose of the organization.

The duties of the president are as follows:

1. Represent the organization and act as a liaison.
2. Know the contents of the Students' Organization Handbook.
3. Make sure the organization has an up-to-date constitution.
4. Respond to e-mail inquiries about the organization.
5. Call meetings to order and ensure that meetings are properly executed.
6. Interact with graduate students, faculty, and staff in order to keep the lines of communication open.

The duties of the vice president are as follows:

1. Represent the organization and act as a liaison.
2. Know the contents of the Students' Organization Handbook.
3. Make sure the organization has an up-to-date constitution.
4. Carry out the duties of the President at meetings if the President is unavailable.
5. In the event the President is unable to fulfill his/her duties, then the vice president will assume the duties of the president as interim president.
6. In this event, the board will select an interim VP until such time as an election can be held.

The duties of the secretary are as follows:

1. Know the contents of the Students' Organization Handbook.
2. Make sure the organization has an up-to-date constitution.
3. Inform members via e-mail, Facebook, or other social media method and be responsible for informing members about schedule changes as soon as possible.
4. Record and communicate the minutes from meetings as necessary.

The duties of the treasurer are as follows:

1. Handle all financial matters of the GSO
2. Coordinate fundraising activities.
3. Be responsible for allocation of funds for activities/events.
4. Provide a report of the organization's budget at least once every semester