Graduate Student Association
Elections Packet
2014-2015

Questions: Contact us at GSA@ccsu.edu
Important Election Dates

Elections Info Meeting
**Wednesday, March 26**th **2014**
Student Center Clock Tower Room @ 7:15pm

Election Nominations Due Date
**Wednesday, April 9**th **2014**
By 4:30pm to the Graduate Studies Office or
By Midnight to GSA@ccsu.edu

GSA Elections
**Monday, April 14**th - **Tuesday, April 15**th
Online at [http://thelink.ccsu.edu](http://thelink.ccsu.edu)

Election Results Announcement
**Wednesday, April 16**th **2014**
Student Center 1849 Room @ 7:15pm

First 2014-2015 Meeting
**Wednesday, April 23 2014**
Student Center Clock Tower Room @ 7:15pm

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Positions Available

President

- Meet monthly with Dr. Fitzgerald/Dean of Graduate Studies and VP of Finance to review GSA meeting minutes
- Attend Graduate Studies events (Below are the 2011-2012 Dates, New Dates to Come)
  - Graduate Student Orientation June 28th
  - Graduate Open House October 20th
  - Graduate Open Forum November 29th
  - Academic Awards February 23rd
  - Graduate Open House March 15th
  - Graduate commencement
- Attend and run all GSA meetings
- Oversee & support the general operations of GSA
- Speak at graduation

Vice President of Finance

- Establish budget at the beginning of the year
- Meet monthly with Dr. Fitzgerald/Dean of Graduate Studies and GSA President to review GSA meeting minutes
- Balance the GSA budget monthly
- Email all scholarship applicants to notify their status (approval and denial)
  - include next steps (i.e. where to hand receipts) in email
- Coordinate with the student activities office regarding fund usage
- Update the excel spreadsheet to keep track of scholarships (denied and approved) while keeping in mind that graduate students get three approved requests per degree
- Assist in attending graduate studies events
- Attend all executive board meetings
- Motion for 5% of reserves to be moved into foundation at end of year

Questions: Contact us at GSA@ccsu.edu
Vice President of Programming

- Work with Sue Sweeney (Associate Director of SALD), Lori Backus (Food Services) and Rosario Soares (Fiscal assistant) to plan events for Graduate students
- Plan a Thesis Workshop in late fall/early spring. Presenters for thesis workshop: Susan Slaga (Library- slaga@ccsu.edu) and Dr. Fitzgerald/Dean of Graduate Studies
- Coordinate the Academic Awards and Graduate Commencement Social with Dr. Fitzgerald (advisor/Dean of Graduate Studies)
- Plan a thesis workshop in the late fall/early spring.
- Determine other programming as decided by the board. Previous events include StrengthsQuest Workshop with Laura DaRos, Etiquette Dinner with Karen Hinds, and Resume workshop with CACE
- Attend all executive board meetings
- Assist in attending graduate studies events (see dates in president description)

Secretary

- Type notes of all meetings
- Fill in scholarship nomination form for the scholarship committee
- Email meeting notes to Sue Sweeney, Charmagne Brooks and Dr. Fitzgerald/Dean of Graduate Studies
- Email Dr. Fitzgerald/Dean of Graduate Studies scholarship forms and meetings minutes for her signature
  - cc all board members in email
  - Make sure Sue Sweeney gets copy of minutes
  - Dr. Fitzgerald keeps a copy for her records, we keep a copy for our records
- Dr. Fitzgerald/Dean of Graduate Studies or Sue will minutes and scholarship form to Gina Montano
  Vance Academic Center 009
  Institutional Advancement
  Administrative Assistant
  (860) 832-1740 (School)
  montanog@ccsu.edu
- Update the GSA Facebook when meeting minutes are posted to the website
- Update the GSA webpage by contacting Dr. Fitzgerald to post updates
- Assist in attending graduate studies events
- Attend all executive board meetings
Promotions/Marketing

- Develop marketing and content to promote events, including but not limited to:
  - email Dr. Fitzgerald/Dean of Graduate Studies to edit GSA webpage and post events on Graduate Studies page
  - email Dr. Fitzgerald/Dean of Graduate Studies to forward events to graduate students and department heads
  - Email professors who teach evening classes by searching course listings to expand on marketing
  - Contact Kimberly Karas (kimberly.karas@ccsu.edu) in Marketing to post events on CCSU Pipeline or email pipeline@ccsu.edu
  - Create and discuss other ways to get graduate students more involved and informed
  - Create Facebook events to advertise GSA meetings
  - Create and distribute flyers to departments
  - Attend all executive board meetings
  - Assist in attending graduate studies events

Meetings and general responsibilities

- The executive board tends to meet once a month where we review applications. Please see our website to review scholarship procedures. Commitment is around 5 hours per month or less.
- The board discussed voting and per the constitution Article V, Section 2: **Section 2-** Officers will be elected by the graduate student body in the secret ballot election held in April each year. We encourage that next year’s executive board inform the graduate student community that they can vote.

Questions: Contact us at GSA@ccsu.edu
Nomination Information

To be an officer a student must be regularly admitted to a Graduate program and be in good academic standing as defined in the Graduate Catalog.

Name: __________________________________________
Blue Chip I.D #:____________________________________
Email: _____________________________________________
Phone #:___________________________________________
Home Address:______________________________________
City, State, Zip:____________________________________
Brief Bio (Optional) no more than 200 characters, spaces included): ______________________________________
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Email an Optional Head Photo to GSA@ccsu.edu

Please select which position(s)* you wish to run for:

□ President
□ Vice President of Finance
□ Vice President of Programming
□ Secretary
□ Promotion and Marketing

GSA Elections will be held online at https://thelink.ccsu.edu

*Graduate Students may run for multiple positions - The candidate with the most votes as President will win the position and will not be considered for the positions remaining. The process will continue following the order of the positions as stated in the Constitution.

Please submit the above information via email to GSA@ccsu.edu or hand information into the Graduate Studies Office by 4:30pm on Wednesday, April 9th 2014

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