

Responsibilities of BGSO Officers

President:

- Provide leadership to the BGSO
- Represent the BGSO at departmental meetings or events upon request from the faculty and/or departmental chair
- **Attend student ORG training (August)**
- Delegate responsibilities as appropriate
- Arrange scheduling and location of BGSO meetings
- Prepare meeting agendas and distribute prior to the meeting
- Distribute meeting announcements at least a week in advance and reminders the day before the meeting
- Lead BGSO meetings, participate in all BGSO-related events
- Coordinate planning of fund-raising activities
- **Update student ORG database to the new president each year**
- Coordinate planning for the following activities:
 - Welcome Party for incoming graduate students: week prior to classes
 - Recruitment Weekend: usually February
 - Spring Picnic: usually May after finals
 - Float Trip: summer

Vice – President:

- Assume responsibilities of the president as requested necessary
- Attend all meetings and activities, participate in all BGSO-related events
- Coordinate graduate student interaction with departmental seminar speakers
 - Obtain an up-to-date list of seminar speakers and hosts from Dr. Lin Randall or 117 Schweitzer staff
 - Send to graduate students in week prior to a given seminar information about the speaker e.g. a link to a website or resent reference
 - Identify three graduate students for Friday lunch with seminar speakers and arrange that the speaker will be picked up for lunch at the appropriate time and place

Secretary:

- Attend all meetings and participate in all BGSO-related events
- Take notes/minutes of each meetings and distribute these to BGSO members in a timely manner

Treasurer:

- Attend all meetings and participate in all BGSO-related events
- Assume responsibility for all funds and fiscal aspects of the BGSO
- Submit a budget for estimated expenditures of departmental funds for each meeting and specific event in an academic year to the Executive Staff Assistant by September 15th as a prerequisite for commitment of departmental financial support of BGSO activities in that academic year.

- **Attend student ORG training (august)**
- **Submit budget to student ORG to request additional funding (September)**
- Take responsibility that departmental fiscal procedures and University fiscal regulations are followed in the use of funds from BGSO accounts.
 - Obtain prior departmental approval for type and approximate amount of expenditures from BGSO accounts, e.g. for meeting refreshments or food, drink and tangible items for the Welcome Party, Recruitment Dinner, Spring Picnic and Float Trip by submitting an Expenditure Request Form.
 - Upon approval, use Purchasing Card appropriately.
 - All purchases are to be declared tax exempt
 - No alcoholic beverages can be purchased
 - Costs of expenditures for meeting refreshments cannot exceed \$14 per attendee.
 - Costs of expenditures for meals cannot exceed \$21 per attendee
 - For fewer than 10 people, documentation must list attendee names.
- Arrange refreshments for meetings as appropriate
- Reserves shelters/nets/etc for Spring Picnic

GPC / GSA Representatives (one of each):

- Attend the GPC/GSA meetings and BGSO meetings and related events
- Update BGSO about upcoming GPC/GSA activities