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**Application for Appointment to the 2019-2020 GPSF Executive Committee**

Thank you for your interest in applying for a GPSF Executive Committee position. Please read over the attached pages outlining the description of duties for each position. The Executive Committee leads the executive branch of the Graduate and Professional Student Federation and works alongside the President to address challenges faced by graduate and professional students across UNC including policy solutions.

Upon appointment, all incoming members of the Executive Committee will begin working with the current members of the Executive Committee in order to facilitate a smooth transition and a dynamic start to the upcoming year. Incoming members should expect to devote some time during the end of the Spring semester and summer to prepare for the upcoming academic year. Members of the Executive Committee will work closely throughout the year with Cabinet.

Please note that you may *apply* for more than one position, but you *may only be appointed* to hold one position. A student may not serve on the GPSF Executive Committee and either the GPSF Senate or Cabinet at the same time. Because Executive Committee positions are paid, you are expected to make direct contributions to University policy while increasing the visibility and voice of graduate and professional students.

If you have any questions regarding any office, its duties, or the application process, please contact the GPSF President (Chastan Swain) at chastan@live.unc.edu.

**Required Materials:**

1) Completed application form

2) Cover letter discussing your interest in the position(s) and outlining your skills and experience

3) Recent resume or C.V.

**Deadline: Applications are due by Tuesday, March 19, at 11:59pm. Applicants will be contacted regarding interviews.**

**Please email your application and all your attachments to** **Chastan@live.unc.edu****. Please include in the subject line “[last name]\_EBoard\_Application”.**

*Candidates must be available for an interview after submission of their application, likely the week of March 25th.*

**GPSF Executive Committee**

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| **Position** | **Duties** | **Oversight** |
| Vice President | - Perform the duties of the President in their absence with specific directive to do so- Serve as President of the Senate- Facilitate Representative Unit-BOE communications to ensure all representative units are fairly represented within the Senate- Collect and compile reports from all Senate Committees- Maintain a Legislative Log tracking the status of bills and resolutions during a legislative session that will be accessible by the student body- Serve as an ex-officio member of the GPSF Senate Travel Awards committee, Resolutions Development committee, and any other Senate Select or Ad Hoc committees- Serve as Chair of the Senate Hearing Committee, should one be called- Serve as a member of the Student Government Joint Council- Any other responsibilities or duties assigned by the president  | Vice President serves as President of the Senate, and oversees Senate committees and procedure |
| Chief of Staff | - Select, advice, and support the GPSF Executive Directors in their duties- Collect reports from the Executive Directors and ensure that all Executive Directors document progress on Director-led initiatives- Prepare and present a “GPSF Executive Directors Charter”- Assist the President in providing guidance to directors on execute platforms goals - Serve as an advisor to the President and Vice President - Assist other Executive Committee members in the management of the other directors | Oversee and be supported by the duties of the Directors of Academic Affairs, Student Affairs, Diversity and Inclusion, and Professional Development |
| Chief of External Relations and Advocacy (CERA) | - Function as the primary advocacy voice of the GPSF, serving as a liaison between the GPSF, the University administration, and local, state, and federal governments- Prepare and present a “GPSF External Appointments Charter” to the GPSF Senate- Work with the Chief of Staff and Executive Directors to ensure that all external appointments are filled | Oversee and be supported by the Directors of Local Relations, State and Federal Relations, Sustainability and Transportation, and Undergraduate Relations |
| Treasurer | - Serve as the primary financial officer of the GPSF- Oversee the annual budget process and GPSF financial policy- Serve as the primary arbiter on matters concerning existing Treasury Law- Serve on committees pertinent to university-level fee decisions- Serve as an ex-officio, non-voting member on the Senate Finance and Appropriations Committees- Oversee the requisition of funds- Oversee and provide for the maintenance of a physical properties list, with the GPSF Comptroller, consistent with expenditure of GPSF allocated funds- Ensure the GPSF Comptroller has all necessary financial data to perform their duties- Conduct all other financial affairs pertaining to the GPSF, as necessary | Oversee and provide for the maintenance of GPSF financial records with the GPSF ComptrollerOversee and be supported by the Directors of Student Opportunities and Social Programming |
| Secretary | - Keep the minutes of meetings of the Senate and the Executive Committee- Maintain attendance records of GPSF Senators- Oversee the maintenance of all records and files of the GPSF- Maintain a current and accessible copy of the GPSF Constitution, Treasury Law, Travel Laws, and any other bylaws of the organization- Arrange for permanent preservation of GPSF documents- Publish a list of all RUs, their Senators, and contact information- Oversee the maintenance of the GPSF website and the distribution of the GPSF newsletter- Oversee the compiling of regular reports on the activities of the University Standing Committees, Advisory Committees and Boards, an all other duly established committees external to the GPSF | Oversee and be supported by the Directors of Public Relations and Marketing, and Public Service |

**Application Form for Appointment to the GPSF Executive Committee**

*Please include this information on a separate page following the cover letter and CV.*

**First Name:**

**Last Name:**

**Preferred Name/Nickname:**

**Preferred Pronouns:**

**Estimated Graduation Date:**

**Department or Degree Program (please, no acronyms):**

**Preferred Email Address:**

**Phone number:**

**Home Mailing Address:**

**Campus Mailing Address:**

**Please indicate which positions interest you and rank them in order of preference:**

\_\_\_\_ Vice President \_\_\_\_ Treasurer

\_\_\_\_ Chief of Staff \_\_\_\_ Secretary

\_\_\_\_ CERA

**In your cover letter, please address the following questions. Use as many pages as you need.**

1. Describe how serving the GPSF complements, augments, etc. your short and long-term professional and/or personal goals.
2. Describe your knowledge of and/or involvement in Student Government and student representation at UNC. What is one contemporary University issue, related to your position(s) of application, which needs to be addressed or improved?
3. Expand on your involvement in two (2) organizations/committees/initiatives from your C.V. that you believe will contribute to your success as a GPSF Executive Committee member.
4. Why are you interested in serving on the Executive Committee? If appointed to the position of your choice, what do you hope to accomplish during the year?
5. What is an area in which you think that GPSF can improve or better serve the graduate and professional student population?
6. Expand on your interpersonal skills and give an example of a time where you faced group conflict, and how you resolved the conflict.
7. How will your experience on the executive committee serve you beyond your time at UNC, and help you achieve your personal goals?