Tab 7: STUDENT LEADERS ROLES AND RESPONSIBILITIES

1. GRADUATE AND PART-TIME STUDENT COUNCIL
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**Tab 7: STUDENT LEADERS ROLES AND RESPONSIBILITIES**

1. GRADUATE AND PART-TIME STUDENT COUNCIL

   a. PRESIDENT

   **GRADUATE AND PART-TIME STUDENT COUNCIL OF KEAN UNIVERSITY**

   **President**

   The President will preside over GPSC in all meetings and will provide a model of an exemplary leader in all logistical and behavioral aspects. The President is responsible for Executive Board Officers and is aware of their performance in fulfilling their governing responsibilities and all other matters of the organization. The President serves the student body and GPSC in conjunction with the policies and procedures and the mission, goals and objectives of the organization. The President will evaluate the organization.

   **President’s Role and Responsibilities:**

   1. Meet or speak with Director, or designee, at least weekly to report on individual and Executive Board progress
   2. Provide governance to organization and represent it to the community
   3. Provide leadership and direction to Executive Board members
   4. Guide, develop, advise and encourage executive board members to ensure they are successful in fulfilling their position responsibilities
   5. Delegate tasks to Executive Board and Council as needed
   6. Correspond regularly with individual board members on their responsibilities and the projects they are working on
   7. Periodically evaluate organizational methods of understanding and communicating with student body
   8. Communicate with Vice Presidents to ensure students’ issues, concerns, and suggestions are being addressed
   9. Maintain open and continuous communication with students
   10. Sit on several committees as required by organization
   11. Appoint standing and special committees to assist in carrying out policies and directions of the government
12. Attend meetings with administrators and students, as deemed necessary by Director
13. Chairs Executive Board and Council meetings and ensures that they function effectively
14. Call special meetings if necessary
15. Meet with Student Org. President to discuss joint projects
16. Serve on Student Government Advisory Board
17. Serve as chair of Judicial Affairs Committee
18. Serve as a liaison between the administration and the students
19. Review Policies and Procedures Manual on an annual basis with the Director, or designee
20. Attend and contribute at Student Leadership Council
21. Complete 4 office hours per week
22. Maintains up to date timesheets for out of office and in office hours
23. Is signing authority on requisitions and is available on a daily basis to approve and sign requisitions
24. Ensure committees have GPSC Council or Executive Board Officer representation through voluntarism or appointment
25. Work with Director and Treasurer to prepare budget
26. Responsible for updating collegiate link website in the event that the Secretary or Public Relations cannot

**Executive Board Collective Responsibilities:**

1. Maintain knowledge of organizational services, operations, mission, goals, objectives, policies & procedures
2. Report office hours to Secretary and Office staff prior to the beginning of each semester
3. Work closely with Director, or designee
4. Keep up to date on developments in the organization
5. Contribute to program planning and evaluation of GPSC
6. Promote the organization at all times
7. Recruit Council Representatives and Executive Board Officers and volunteers for the organization
8. Follow through on assigned tasks in required time frame
9. Show flexibility in serving the organization, whenever possible
10. Volunteer for and willingly accept assignments
11. Show attention to detail, accuracy and quality of work
12. Effectively and thoroughly train successor
13. Serve as a spokesperson for the organization in all matters concerning the organization and its student body
14. Receive issues, concerns and suggestions from students and communicate those issues to executive board
15. Update and submit USB drive with accomplished work on a monthly basis
16. Attend all mandatory trainings
17. Attend all Executive Board, Council, and Special Meetings; come prepared for all meetings by reviewing all supporting materials and actively participate in discussions
18. Represent organization at events. Minimum 2 events per month
19. Carry out all other duties as assigned by Director, or designee
20. Abide by all Kean University policies and procedures including but not limited to code of conduct
Individual characteristics to consider:

1. Conduct and promote professionalism in language and behavior, on and off campus, at all times
2. Dress in business attire for meetings
3. Keep office organized and clean
4. Treat staff and members of organization with respect at all times
5. Participate as a team player with staff and boards
6. Develop relationships with other members of executive board
7. Show enthusiasm in position and emit a positive attitude at events and while in the office
8. Develop relationships with student body to actively address their needs and concerns.
   (I.E. talking to students in classes, events, hallways, etc.)
9. Is professional in keeping personal relationships separate from daily business
10. Possess a sincere interest and understanding of the students
11. Work well with people in individual, group and a variety of situations
12. Tolerance of varying personalities and adeptness in using individuality to the benefit of the organization
13. Possess honesty, sensitivity, personal integrity, and a developed sense of value
14. Accept responsibility for decisions and tasks
15. Develop new skills and techniques in order to be successful in the position and in serving the population
16. Is able to listen, analyze and think clearly and creatively
17. Is able to communicate information clearly and accurately in verbal and written statements
18. Manage people and programs proficiently
19. Evaluate oneself on progress
b. VICE PRESIDENT OF GRADUATE STUDENT AFFAIRS

GRADUATE AND PART-TIME STUDENT COUNCIL
OF KEAN UNIVERSITY

Vice President of Graduate Student Affairs

The Vice President of Graduate Student Affairs must elicit information from the Graduate students in order to enhance their experience and serve their needs. Graduate students are specific in their studies, goal oriented, and a rarity in society. For these reasons, their leader must be focused and innovative in meeting their needs and providing services that increase a Graduate students’ success. The VP must be aware that Graduate students are diverse in age, nationality, culture, life-experiences, etc and have varying needs. The VP uses GPSC as a bridge between their personal lives and their academia.

VP of Graduate Student Affairs’ Role and Responsibilities:

1. Completely understand the Role and Responsibilities of the GPSC President
2. Is prepared to assume the position of GPSC President should the position become vacant
3. Work closely with and report regularly to GPSC President
4. Work with GPSC President to delegate tasks to Executive Board and Council as needed
5. Attend meetings with administrators and students, as deemed necessary by Director, or designee
6. Serve as a liaison between the administration and the students
7. Collaborate and confer with VP of Part-time Student Affairs and Student Org. Senior Class President on student issues
8. When appropriate, meet with Kean University VP of Student Affairs
9. Serve on at least 2 University committees per semester
10. Work with GPSC Secretary to ensure membership on all committees
11. Serve on Student Org. Unity Week Committee
12. Ascertain representation on all University and GPSC committees through voluntarism or appointment
13. Oversee and sets the tone for the committee members by guiding and communicating regularly with the members and assigning responsibilities as needed
14. Oversee recommendations and actions of each committee and ensures committee is reporting to Executive Board and Council regularly
15. Is available to serve on Student Government Advisory Board
16. Complete 3 office hours per week
17. Maintains up to date timesheets for out of office and in office hours
18. Set up an effective way to accomplish the student needs and concerns (i.e. Team, Committee, Person)
19. Demonstrate innovation and utilization of a variety of resources to meet the Graduate Student’ needs and in developing an organization that acts as a support system
20. Continuously assess the effectiveness of programs, services, communication methods, and assessments
21. Take into account student’s life factors when creating programs and services
22. Engage and interact with Graduate students on a regular basis
23. Utilize the varying experiences of the Graduate students to enhance the learning, social and cultural environment
24. View GPSC as an evolving council that changes with the students, technologies and University
25. Develop rapport and open communication lines with council to engage them in working on student issues and attending committee and council meetings regularly
26. Communicate with Vice President of Kean at Ocean to ensure Graduate Kean at Ocean student needs and concerns are being addressed and have representation on GPSC

**Executive Board Collective Responsibilities:**

1. Maintain knowledge of organizational services, operations, mission, goals, objectives, policies & procedures
2. Report office hours to Secretary and Office staff prior to the beginning of each semester
3. Meet or speak with Director, or designee, bi-weekly or as needed to report
4. Work closely with Director, or designee
5. Keep up to date on developments in the organization
6. Contribute to program planning and evaluation of GPSC
7. Promote the organization at all times
8. Recruit Council Representatives and Executive Board Officers and volunteers for the organization
9. Follow through on assigned tasks in required time frame
10. Show flexibility in serving the organization, whenever possible
11. Volunteer for and willingly accept assignments
12. Show attention to detail, accuracy and quality of work
13. Effectively and thoroughly train successor
14. Serve as a spokesperson for the organization in all matters concerning the organization and its student body
15. Receive issues, concerns and suggestions from students and communicate those issues to executive board
16. Update and submit USB drive with accomplished work on a monthly basis
17. Attend all mandatory trainings
18. Attend all Executive Board, Council, and Special Meetings; come prepared for all meetings by reviewing all supporting materials and actively participate in discussions
19. Represent organization at events. Minimum 2 events per month
20. Carry out all other duties as assigned by Director, or designee
21. Abide by all Kean University policies and procedures including but not limited to code of conduct

Individual characteristics to consider:

1. Conduct and promote professionalism in language and behavior, on and off campus, at all times
2. Dress in business attire for meetings
3. Keep office organized and clean
4. Treat staff and members of organization with respect at all times
5. Participate as a team player with staff and boards
6. Develop relationships with other members of executive board
7. Show enthusiasm in position and emit a positive attitude at events and while in the office
   (I.E. talking to students in classes, events, hallways, etc.)
8. Develop relationships with student body to actively address their needs and concerns.
9. Is professional in keeping personal relationships separate from daily business
10. Possess a sincere interest and understanding of the students
11. Work well with people in individual, group and a variety of situations
12. Tolerance of varying personalities and adeptness in using individuality to the benefit of the organization
13. Possess honesty, sensitivity, personal integrity, and a developed sense of value
14. Accept responsibility for decisions and tasks
15. Develop new skills and techniques in order to be successful in the position and in serving the population
16. Is able to listen, analyze and think clearly and creatively
17. Is able to communicate information clearly and accurately in verbal and written statements
18. Manage people and programs proficiently
19. Evaluate oneself on progress
c. VICE PRESIDENT OF PART-TIME STUDENT AFFAIRS

GRADUATE AND PART-TIME STUDENT COUNCIL OF KEAN UNIVERSITY

Vice President of Part-time Student Affairs

The Vice President of Part-time Student Affairs must elicit information from the part-time students in order to enhance their experience and serve their needs. Part-time students have families and work schedules that complicate their studies. This VP must acutely understand that time and resources are limited for part-time students and must be innovative and flexible in creating an organization that acts as a support system and increases the student’s likelihood of success. This VP must be aware that Part-time students are diverse in age, nationality, culture, life-experiences, etc and have varying needs. They must understand where the Part-time students are physically and psychologically and where the organization’s progress is in addressing them.

VP of Part-time Student Affairs’ Role and Responsibilities:

1. Attend meetings with administrators and students, as deemed necessary by Director, or designee
2. Work closely with and report regularly to GPSC President
3. Work with GPSC President to delegate tasks to Executive Board and Council as needed
4. Work with designated Class President on bookstore concerns
5. Serve as a liaison between the administration and the students
6. Work with GPSC Secretary to ensure membership on all committees
7. Serve on at least 2 University committees during the course of the year
8. Serve on Student Government Advisory Board
9. Complete 3 office hours per week
10. Maintains up to date timesheets for out of office and in office hours
11. Collaborate and confer with VP of Graduate Student Affairs and Student Org. Senior Class President on student issues
12. When appropriate, meet with Kean University VP of Student Affairs.
13. Serve on Homecoming/Family Weekend Committee
14. Ascertains representation on all University and GPSC committees through voluntarism or appointment
15. Oversee and sets the tone for the committee members by guiding and communicating regularly with the members and assigning responsibilities as needed
16. Oversee recommendations and actions of each committee and ensures committee is reporting to Executive Board and Council regularly
17. Set up an effective way to accomplish the student needs and concerns (i.e. Team, Committee, Person)
18. Demonstrate innovation and utilization of a variety of resources to meet the Part-time Student’ needs and in developing an organization that is supportive to the students
19. Continuously assess the effectiveness of programs, services, communication methods, and assessments
20. Take into account student’s life factors when creating programs and services
21. Engage and interact with Part-time students on a regular basis
22. Utilize the varying experiences of the Part-time students to enhance the learning, social and cultural environment
23. View GPSC as an evolving council that changes with the students, technologies and University
24. Develop rapport and open communication lines with council to engage them in working on student issues and attending committee and council meetings regularly
25. Communicate with Vice President of Kean at Ocean to ensure part-time Kean at Ocean student needs and concerns are being addressed and have representation on GPSC

**Executive Board Collective Responsibilities:**

1. Maintain knowledge of organizational services, operations, mission, goals, objectives, policies & procedures
2. Report office hours to Secretary and Office staff prior to the beginning of each semester
3. Meet or speak with Director, or designee, bi-weekly or as needed to report
4. Work closely with Director, or designee
5. Keep up to date on developments in the organization
6. Contribute to program planning and evaluation of GPSC
7. Promote the organization at all times
8. Recruit Council Representatives and Executive Board Officers and volunteers for the organization
9. Follow through on assigned tasks in required time frame
10. Show flexibility in serving the organization, whenever possible
11. Volunteer for and willingly accept assignments
12. Show attention to detail, accuracy and quality of work
13. Effectively and thoroughly train successor
14. Serve as a spokesperson for the organization in all matters concerning the organization and its student body
15. Receive issues, concerns and suggestions from students and communicate those issues to executive board
16. Update and submit USB drive with accomplished work on a monthly basis
17. Attend all mandatory trainings
18. Attend all Executive Board, Council, and Special Meetings; come prepared for all meetings by reviewing all supporting materials and actively participate in discussions
19. Represent organization at events. Minimum 2 events per month
20. Carry out all other duties as assigned by Director, or designee
21. Abide by all Kean University policies and procedures including but not limited to code of conduct

Individual characteristics to consider:

1. Conduct and promote professionalism in language and behavior, on and off campus, at all times
2. Dress in business attire for meetings
3. Keep office organized and clean
4. Treat staff and members of organization with respect at all times
5. Participate as a team player with staff and boards
6. Develop relationships with other members of executive board
7. Show enthusiasm in position and emit a positive attitude at events and while in the office
8. Develop relationships with student body to actively address their needs and concerns. (I.E. talking to students in classes, events, hallways, etc.)
9. Is professional in keeping personal relationships separate from daily business
10. Possess a sincere interest and understanding of the students
11. Work well with people in individual, group and a variety of situations
12. Tolerance of varying personalities and adeptness in using individuality to the benefit of the organization
13. Possess honesty, sensitivity, personal integrity, and a developed sense of value
14. Accept responsibility for decisions and tasks
15. Develop new skills and techniques in order to be successful in the position and in serving the population
16. Is able to listen, analyze and think clearly and creatively
17. Is able to communicate information clearly and accurately in verbal and written statements
18. Manage people and programs proficiently
19. Evaluate oneself on progress
d. TREASURER

GRADUATE AND PART-TIME STUDENT COUNCIL OF KEAN UNIVERSITY

Treasurer

The Treasurer must handle all fiscal matters associated with GPSC. They must accurately and effectively communicate to the Executive Board and Council the status of the budget, ensure fiscally responsible practices and assure that they are using the budget to serve the mission of the organization and the student population. The treasurer will assist the President in managing programs. The Treasurer must be knowledgeable on all requisitions and expenditures.

Treasurer’s Role and Responsibilities:

1. Is signing authority on requisitions and is available on a daily basis to complete, approve and sign requisitions
2. Work closely with and report regularly to GPSC President
3. Chair/ Organize Scholarship Committee (Sec., 2 reps)
4. Is available to serve on committees as needed
5. Meet with treasurer from funded groups designated to receive a percentage of funding from GPSC
6. Assess cost of programs in order to spend budget efficiently
7. Ensure programs are effective in meeting the goal of the organization
8. Is committed to financial integrity of the GPSC
9. Gather information from Special Projects applicants in order to informatively present project to Executive Board and ensure applicant presents at council
10. Track, organize and balance budget through maintaining a detailed balance sheet
11. Regularly present balance sheet and reference materials to Council and Executive Board on budget
12. Prepare budget in March for following fiscal year with Director, or designee
13. Complete 3 office hours per week
14. Maintains up to date timesheets for out of office and in office hours
15. Update GPSC financial records, forms and applications as needed
16. Chair/Organize Programming Committee and fill out paperwork and/or distribute tasks among Programming Committee members to ensure passed programs are pursued

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17. Develop spreadsheets of programs (description, cost, date, time, place) to pass at council in the beginning of each semester

Executive Board Collective Responsibilities:

1. Maintain knowledge of organizational services, operations, mission, goals, objectives, policies & procedures
2. Report office hours to Secretary and Office staff prior to the beginning of each semester
3. Meet or speak with Director, or designee, at least bi-weekly to report
4. Work closely with Director, or designee
5. Keep up to date on developments in the organization
6. Contribute to program planning and evaluation of GPSC
7. Promote the organization at all times
8. Recruit Council Representatives and Executive Board Officers and volunteers for the organization
9. Follow through on assigned tasks in required time frame
10. Show flexibility in serving the organization, whenever possible
11. Volunteer for and willingly accept assignments
12. Show attention to detail, accuracy and quality of work
13. Effectively and thoroughly train successor
14. Serve as a spokesperson for the organization in all matters concerning the organization and its student body
15. Receive issues, concerns and suggestions from students and communicate those issues to executive board
16. Update and submit USB drive with accomplished work on a monthly basis
17. Work closely with and meet or speak with Director, or designee, at least bi-weekly to report
18. Work closely with Director, or designee
19. Attend all mandatory trainings
20. Attend all Executive Board, Council, and Special Meetings; come prepared for all meetings by reviewing all supporting materials and actively participate in discussions
21. Represent organization at events. Minimum 2 events per month
22. Carry out all other duties as assigned by Director, or designee
23. Abide by all Kean University policies and procedures including but not limited to code of conduct

Individual characteristics to consider:

1. Conduct and promote professionalism in language and behavior, on and off campus, at all times
2. Dress in business attire for meetings
3. Keep office organized and clean
4. Treat staff and members of organization with respect at all times
5. Participate as a team player with staff and boards
6. Develop relationships with other members of executive board
7. Show enthusiasm in position and emit a positive attitude at events and while in the office
8. Develop relationships with student body to actively address their needs and concerns. (I.E. talking to students in classes, events, hallways, etc.)
9. Is professional in keeping personal relationships separate from daily business
10. Possess a sincere interest and understanding of the students
11. Work well with people in individual, group and a variety of situations
12. Tolerance of varying personalities and adeptness in using individuality to the benefit of the organization
13. Possess honesty, sensitivity, personal integrity, and a developed sense of value
14. Accept responsibility for decisions and tasks
15. Develop new skills and techniques in order to be successful in the position and in serving the population
16. Is able to listen, analyze and think clearly and creatively
17. Is able to communicate information clearly and accurately in verbal and written statements
18. Manage people and programs proficiently
19. Evaluate oneself on progress
e. SECRETARY

GRADUATE AND PART-TIME STUDENT COUNCIL
OF KEAN UNIVERSITY

Secretary

The Secretary maintains all records in an organized and effective manner. The Secretary must accurately record all business communicated in Executive Board, Council and other meetings as deemed necessary. The Secretary must ensure that all member information is up to date in order for the office and organization to run smoothly and efficiently.

Secretary’s Role and Responsibilities:

1. Work closely with and report regularly to GPSC President
2. Plan/ Organize Fall semester closing celebration and changeover with the assistance of a committee
3. Works closely with Director of Public Relations to ensure the community is updated on GPSC members
4. Compile Executive Board and Council information immediately following election and distribute information to Student Government staff and GPSC members
5. Update Executive Board and Council information throughout the year
6. Post Executive Board office hours in the beginning of each semester.
7. Update mailboxes throughout the year
8. Set up roll call book and take roll call at all meetings
9. Serve and record on Scholarship Committee and Election Committee
10. Serve on Student Government Advisory Board
11. Sets up various committees for GPSC and assigns a chair and a recording secretary for each committee
12. Works with Executive Board Officers and Director to create ad hoc committees as needed
13. Maintains all committee names, descriptions, membership lists and minutes in an organized and concise manner
14. Is available to serve on committees as needed by the organization
15. Remove and replace committee members who are not meeting their responsibilities, as directed by GPSC Vice Presidents
16. Ensure minutes are taken at all Executive Board and Council meetings and submitted to Director, or representative, for proofing within 3 business days
17. Electronically distribute final copy of minutes to Executive Board and Council
18. Submit member and minute updates for website to Director, or representative
19. Update member information on Collegiate Link
20. Is available to attend special meetings to take minutes, as deemed necessary by the President
21. Make sure minutes are taken in the secretary’s absence
22. Conduct move on/move offs of Council Representatives
23. Develop and present awards to Council Representatives for aspects of exemplary service, as needed
24. Complete 3 office hours per week
25. Maintains up to date timesheets for out of office and in office hours
26. Is organized and effective in managing records
27. Update forms and information as needed
28. Set up/ Reserve space for Executive Board, Student Council and committee meetings for the year
29. Send reminder emails for meetings
30. Conducts the organization’s official correspondence
31. Notify GPSC VP’s of rep absences and participation
32. Compile meeting agendas

Executive Board Collective Responsibilities:

1. Maintain knowledge of organizational services, operations, mission, goals, objectives, policies & procedures
2. Report office hours to Secretary and Office staff prior to the beginning of each semester
3. Meet or speak with Director, or designee, bi-weekly or as needed to report
4. Work closely with Director, or designee
5. Keep up to date on developments in the organization
6. Review the agenda and supporting materials prior to Executive, Council and Committee meetings and is prepared for discussion
7. Contribute to program planning and evaluation of GPSC
8. Promote the organization at all times
9. Recruit Council and Executive Board members and volunteers for the organization
10. Follow through on assigned tasks in required time frame
11. Show flexibility in serving the organization, whenever possible
12. Volunteer for and willingly accept assignments
13. Show attention to detail, accuracy and quality of work
14. Effectively and thoroughly train successor
15. Serve as a spokesperson for the organization in all matters concerning the organization and its student body
16. Receive issues, concerns and suggestions from students and communicate those issues to executive board
17. Update and submit USB drive with accomplished work on a monthly basis
18. Meet or speak with Director, or designee, at least bi-weekly to report
19. Work closely with Director, or designee
20. Attend all mandatory trainings
21. Attend all Executive Board, Council, and Special Meetings; come prepared for all meetings and actively participate in discussions
22. Represent organization at events. Minimum 2 events per month
23. Carry out all other duties as assigned by Director, or designee
24. Abide by all Kean University policies and procedures including but not limited to code of conduct

**Individual characteristics to consider:**

1. Conduct and promote professionalism in language and behavior, on and off campus, at all times
2. Dress in business attire for meetings
3. Keep office organized and clean
4. Treat staff and members of organization with respect at all times
5. Participate as a team player with staff and boards
6. Develop relationships with other members of executive board
7. Show enthusiasm in position and emit a positive attitude at events and while in the office
8. Develop relationships with student body to actively address their needs and concerns.
   (I.E. talking to students in classes, events, hallways, etc.)
9. Is professional in keeping personal relationships separate from daily business
10. Possess a sincere interest and understanding of the students
11. Work well with people in individual, group and a variety of situations
12. Tolerance of varying personalities and adeptness in using individuality to the benefit of the organization
13. Possess honesty, sensitivity, personal integrity, and a developed sense of value
14. Accept responsibility for decisions and tasks
15. Develop new skills and techniques in order to be successful in the position and in serving the population
16. Able to listen, analyze and think clearly and creatively
17. Is able to communicate information clearly and accurately in verbal and written statements
18. Manage people and programs proficiently
19. Evaluate oneself on progress
f. DIRECTOR OF PUBLIC RELATIONS

GRADUATE AND PART-TIME STUDENT COUNCIL
OF KEAN UNIVERSITY

Director of Public Relations

The Director of Public Relations must communicate GPSC’s mission, goals, programs, and members to Kean University and the community. The Director of Public Relations must accurately portray the organization and serve to educate the community. The Director of Public Relations must try to increase the organization’s membership through communicating with fellow students and through advertising campaigns. The Director of Public Relations records GPSC events through media and develops the image of the organization through any and all means available.

Director of Public Relation’s Role and Responsibilities:

1. Chair/ Organize public relations committee to assist in publicizing and promoting GPSC and its events
2. Effectively delegate tasks to public relations committee to ensure that GPSC and its events are impressively promoted
3. Create flyers, audio, video and other promotional materials for GPSC and GPSC events
4. Demonstrate innovation and creativity
5. Publicize and promote all GPSC events
6. Work closely with Office of Student Government staff to promote department as a whole and to update the design of the Student Government flat screens
7. Take pictures at all GPSC events, develops a plan so that pictures are lucratively taken during all GPSC events
8. Promote GPSC at all times in order to better the organization and its membership
9. Ensure GPSC is lucratively promoted at Open Houses and Orientations
10. Work closely with Media and Publications and Kean publications to promote and publicize GPSC and its events (I.E. submit emails, articles, pictures, flyers, etc.)
11. Post flyers on collegiate link at least 1 month prior to event
12. Submit email blast wording to Director, or designee, at least 8 weeks prior to event date and every week thereafter
13. Develop and Organize one community service project per semester with Executive Board
14. Submit website updates to Director, or representative
15. Develop newsletter/flyer to be posted on website and distributed around campus in the beginning of Summer, Fall and Spring semesters containing events and information for corresponding semester
16. Stay up to date with current advertising tools and incorporate those tools into practice
17. Available to serve on committees
18. Complete 3 office hours per week
19. Maintains up to date timesheets for out of office and in office hours

Executive Board Collective Responsibilities:

1. Maintain knowledge of organizational services, operations, mission, goals, objectives, policies & procedures
2. Report office hours to Secretary and Office staff prior to the beginning of each semester
3. Meet or speak with Director, or designee, bi-weekly or as needed to report
4. Work closely with Director, or designee
5. Works closely and reports regularly to President of Student Org
6. Keep up to date on developments in the organization
7. Contribute to program planning and evaluation of GPSC
8. Promote the organization at all times
9. Recruit Council Representatives and Executive Board Officers and volunteers for the organization
10. Follow through on assigned tasks in required time frame
11. Show flexibility in serving the organization, whenever possible
12. Volunteer for and willingly accept assignments
13. Show attention to detail, accuracy and quality of work
14. Effectively and thoroughly train successor
15. Serve as a spokesperson for the organization in all matters concerning the organization and its student body
16. Receive issues, concerns and suggestions from students and communicate those issues to executive board
17. Update and submit USB drive with accomplished work on a monthly basis
18. Attend all mandatory trainings
19. Attend all Executive Board, Council, and Special Meetings; come prepared for all meetings by reviewing all supporting materials and actively participate in discussions
20. Represent organization at events. Minimum 2 events per month
21. Carry out all other duties as assigned by Director, or designee
22. Abide by all Kean University policies and procedures including but not limited to code of conduct
Individual characteristics to consider:

1. Conduct and promote professionalism in language and behavior, on and off campus, at all times
2. Dress in business attire for meetings
3. Keep office organized and clean
4. Treat staff and members of organization with respect at all times
5. Participate as a team player with staff and boards
6. Develop relationships with other members of executive board
7. Show enthusiasm in position and emit a positive attitude at events and while in the office
   - (I.E. talking to students in classes, events, hallways, etc.)
8. Develop relationships with student body to actively address their needs and concerns.
9. Is professional in keeping personal relationships separate from daily business
10. Possess a sincere interest and understanding of the students
11. Work well with people in individual, group and a variety of situations
12. Tolerance of varying personalities and adeptness in using individuality to the benefit of the organization
13. Possess honesty, sensitivity, personal integrity, and a developed sense of value
14. Accept responsibility for decisions and tasks
15. Develop new skills and techniques in order to be successful in the position and in serving the population
16. Is able to listen, analyze and think clearly and creatively
17. Is able to communicate information clearly and accurately in verbal and written statements
18. Manage people and programs proficiently
19. Evaluate oneself on progress
g. COUNCIL REPRESENTATIVE

GRADUATE AND PART-TIME STUDENT COUNCIL
OF KEAN UNIVERSITY

Council Representative

Student Council exists to serve the students. It should work in conjunction with the Executive Board to support the mission of GPSC. They should be actively aware of student issues, concerns and activities around campus. Council should be willing and able to participate in GPSC events. They should act as a liaison, along with Executive Board, between students and faculty/staff/administration.

Council Representative Responsibilities:

1. Maintain knowledge of organizational services, operations, mission, goals, objectives, policies & procedures
2. Keep up to date on developments in the organization
3. Review the agenda and supporting materials prior to council and committee meetings and is prepared for discussion
4. Attend all Council and Special Meetings; come prepared for all meetings and actively participate in discussions
5. Serve on committees
6. Contribute to program planning and evaluation of GPSC
7. Promote the organization at all times
8. Recruit Council Representatives and Executive Board Officers and volunteers for the organization
9. Show flexibility in serving the organization, whenever possible
10. Volunteer for and willingly accepts assignments and completes them thoroughly and on time
11. Show attention to detail, accuracy and quality of work
12. Receive issues, concerns and suggestions from students and communicate those issues to executive board and council
13. Is aware of student needs, opinions and interests and relays them to the council in order to provide better services and programs
14. Work closely with Executive Board Officers
15. Work closely with Director, or representative
16. Attend all mandatory trainings
17. Represent organization at events
18. Abide by all Kean University policies and procedures including but not limited to code of conduct

**Individual characteristics to consider:**

1. Conduct and promote professionalism in language and behavior, on and off campus, at all times
2. Treat staff and members of organization with respect at all times
3. Participate as a team player with boards
4. Develop working relationships with other members of executive board and council
5. Show enthusiasm in position and emits a positive attitude at events and meetings
6. Develop relationships with student body to actively address their needs and concerns. (I.E. talking to students in classes, events, hallways, etc.)
7. Is professional in keeping personal relationships separate from daily business
8. Possess a sincere interest and understanding of the students
9. Work well with people in individual, group and a variety of situations
10. Tolerance of varying personalities and adeptness in using individuality to the benefit of the organization
11. Possess honesty, sensitivity, personal integrity, and a developed sense of value
12. Develop new skills and techniques in order to be successful in the position and in serving the population
13. Able to listen, analyze and think clearly and creatively
14. Is able to communicate information clearly and accurately in verbal and written statements