



PROGRAMS COMMITTEE CHAIR JOB DESCRIPTION

The primary responsibility of the Programs Committee Chair is to organize, plan and execute programs for the graduate and professional student community. S/he will provide leadership to a committee of no fewer than five appointed members and will hold one vote on the Executive Board (E-Board). The Programs Chair will be a member of the GPSA in good standing and will report to the President and Chief of Staff.

RESPONSIBILITIES

- Organize, plan and execute programs that promote an inclusive and supportive community for graduate and professional students.
- Administer the Programs Committee budget
- Make updates to GPSA Website to promote committee activities
- Create marketing plan and materials for committee activities
- Enable close working relationships with the UNM community
- Create annual GPSA events calendar
- Collaborate with the Student Activities Center (SAC) and the Associated Students of the University of New Mexico (ASUNM) on programs/events that interest the GPSA membership
- Hold regular committee meetings at least once per month while Council is in session
- Present a report to GPSA Council at least once per semester
- Provide end of semester and annual written public report to the President
- Adhere to the Constitution and Bylaws in the effective execution of his/her position
- Assemble and manage a committee comprised of no fewer than 5 members
- Hold voting membership on the E-Board
- Maintain scheduled office hours in the GPSA Office (minimum of three hours per week)
- All other duties as assigned

QUALIFICATIONS

- Outgoing people-person comfortable engaging with diverse peoples and communities
- Strong verbal and written communication skills, including comfort with public speaking
- Motivated self-starter who can complete projects with minimal supervision
- Understanding of basic marketing strategies, including social media
- Experience with event organization and management preferred
- Experience with website administration preferred

TERM

- Term of office is from the date of appointment until noon on the last day of the academic year. The term may otherwise end when a letter of resignation is submitted to the President or if the President wishes to rescind the appointment



GRADUATE *and* PROFESSIONAL
STUDENT ASSOCIATION

STIPEND

- Stipend for the Programs Committee Chair is determined annually through the annual budget process or appropriation

8/2017