GRANTS COMMITTEE CHAIR JOB DESCRIPTION

The primary responsibility of the Grants Committee Chair is to organize and execute the annual GPSA grants cycles for the fall, spring and summer semesters. S/he will provide leadership to a committee of no fewer than five (5) appointed members and will hold one (1) vote on the Executive Board (E-Board). In the case of Co-Chairs, both Chairs will have individual votes on the E-Board. The Grants Chair will be a member of the GPSA in good standing and will report to the President and Chief of Staff.

RESPONSIBILITIES

- Organize and execute the annual GPSA grants cycles for the fall, spring and summer semesters
- Administer the Grants Committee and funding budgets
- Receive and process grant applications
- Recruit and train grant readers
- Coordinate application workshops, grants reader training sessions, and appeals session
- Hold regular committee meetings during grant cycle periods
- Attend meetings and information sessions as requested by the President
- Provide end of semester and annual written public report to the President
- Adhere to the Constitution and Bylaws (especially the Grants Code) in the effective execution of his/her position

DUTIES/POWER

- Assemble and manage a committee comprised of no fewer than 5 members
- Conduct him/herself in a manner that promotes public confidence in the integrity and impartiality of the grants process
- Work closely with the Student Government Accounting Office (SGAO) for funding distribution
- Hold voting membership on the E-Board
- Maintain scheduled office hours in the GPSA Office (minimum of three hours per week)
- Meet with the President and Chief of Staff as invited

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

STIPEND

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

GPSACOS 7/2014