

### **Director of Boards, Committees, and Elections:**

- Receive and organize invitations for GPSA to serve on various university committees. Delegate and manage GPSA representatives to serve on these committees with the input of the President and Chief of Staff.
  - If the Director is unable to find a representative, they should be expected to attend as many committee meetings as reasonably possible to serve the constituency and keep positive optics.
- Maintain a database of all committees GPSA serves on, including committee description, representative contact information, and UNM Staff/Faculty contact for each committee.
- Work with the President and Chief of Staff to find new committees that justify GPSA attendance.
- Report to the Chief of Staff and President. Both the President and Chief of Staff have ultimate control if they choose to attend a committee instead of the Director of Boards.
- Report to the GPSA Council at the end of each semester, at a minimum, with an overview of each committee's activities that semester.
- Plan, coordinate, organize and execute GPSA general (Spring), referenda, and special elections (as needed)
- Assist Recognized Departmental Student Associations (RDSAs) with their elections, when invited
- Accept and verify candidate applications and eligibility with the Director of Student Activities
- Collaborate with UNM IT to create election ballots and result system
- Effectively promote elections using relevant media and working with the PR Director
- Distribute a written public report after every election to GPSA members
- Hold committee meetings at least one time per month during the Spring semester or as required in case of a special election
- Assemble and manage an Elections Committee of at least 3 members in accordance with the Elections Code
- Suggest updates and changes to the Elections Code as needed
- Attend meetings as requested by the GPSA President or Chief of Staff
- Hold voting membership on the Executive Board (E-Board)
- Adhere to the Constitution and Bylaws (especially the Finance Code) in the execution of responsibilities, power and duties
- Serve a minimum of three (3) scheduled office hours each week in the GPSA Office
- Provide annual written public report to the President to be included in the annual report
- All other duties as reasonably requested by the President or as defined by the GPSA Constitution and Bylaws.
- Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the election process and will not publicly support or campaign for any candidate

### **Qualifications:**

- Must be accepted and enrolled in a graduate or professional program
- Experience with managing a team, and working in a team environment
- Strong verbal and written communication skills, including producing and delivering cohesive presentations



- Ability to work independently and complete tasks on deadline, with limited supervision
- The ability to work efficiently in a fast-paced, dynamic environment
- Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of the elections process

**Compensation:**

- Stipend is determined annually through the annual budget process or appropriation
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