



Council Recorder:

Updated July, 2025

- Assist the Council Chair with the production of all Council meeting minutes objectively.
- Assist the Council Chair with verifying the credentials of Council Representatives and ensure that Credential Forms are available to RDSAs.
- Attend meetings as requested by the GPSA Council Chair
- Adhere to the Constitution and Bylaws in the execution of responsibilities, power and duties
- Provide annual written public report to the Council Chair to be included in the annual report
- All other duties as reasonably requested by the Council Chair or as defined by the GPSA Constitution and Bylaws.

Qualifications:

- Must be accepted and enrolled in a graduate or professional program
- Must be selected by the Council Chair, NOT the President or Chief of Staff
- Working knowledge of the GPSA Constitution and Bylaws preferred but not required
- Strong verbal and written communication skills, including producing and delivering cohesive presentations
- Excellent Microsoft Office skills, including transcription
- Fast and accurate typing skills
- Ability to maintain impartiality in all GPSA Council matters
- Ability to work independently and complete tasks and meet deadlines, with limited supervision
- Conduct themselves in a manner that promotes public confidence in the integrity and impartiality of GPSA legislation and governance

Compensation:

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