

## **GASPPA Board Position Descriptions 2024**

Please email [sacstategasppa@gmail.com](mailto:sacstategasppa@gmail.com) with any questions

### **President**

- The President serves as the organization's chief executive officer. The President presides at meetings and prepares the meeting agendas.
- The President is the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President will collaborate with the Communications Director to ensure all official communications materials (e.g. social media, website, printed materials, etc.) align with the organization's policies, views, and opinions.
- The President will establish the organization's goals for that school year in coordination with the Executive Board.
- The President will serve as the organization's liaison to alumni by regularly attending meetings and communicating with the Hornets in Policy and Politics Alumni (HPPA) chapter of the Sacramento State Alumni Association.
- The President, in conjunction with the Finance Director, must sign all authorized disbursements from Associated Students Inc. (ASI), Student Organizations and Leadership Office (SO&L), Dollars for Organizations and Clubs (DOC), or any Sacramento State alumni associations.
- The President will nominate a GASPPA officer to the GASPPA Diversity, Equity, and Inclusion (DEI) Scholarship selection committee. The President may appoint themselves. The nominee will be confirmed by a majority vote of the Executive Board. (Note that the committee member may not apply to the scholarship.)
- The President has the power to fill vacancies in the Executive Board by appointing an interim officer to serve the remainder of that position's term.
- The President may delegate duties and responsibilities of the office to the organization's officers as required and will direct the organization's officers and members to further the goals and purpose of the organization.
- The President has the power to appoint a Member at Large from the ULD concentration if no existing Executive Board member is of the ULD concentration.
- The President will confirm or reject any Appointed Officers nominated by the Executive Board.
- The President will assume all duties of the organization that are not otherwise delegated to any other officer.

## **Vice President**

- The Vice President serves as the organization's chief operations officer and will preside at meetings in the absence of the President.
- The Vice President will ensure that all officers perform their duties in accordance with campus policies, the organization's constitution and bylaws, and any standing rules.
- The Vice President will schedule the calendar of events, oversee the coordination of social events, and ensure that all officers complete their duties in a timely and professional manner.
- The Vice President will maintain a relationship with the elected ASI Director of Graduate Studies.
- The Vice President shall correspond with prospective students of the MPPA program through coordination with the PPA department chair.
- The Vice President will perform any duties delegated by the President and will immediately assume the office of President if the office becomes vacant for any reason.

## **Finance Director**

- The Finance Director handles the organization's financial affairs.
- The Finance Director prepares the organization's budget, maintains all necessary accounting records in accordance with generally accepted accounting principles, and keeps the Executive Board updated on the financial status of the organization.
- The Finance Director collects and deposits all revenues due to the organization as prescribed by the Executive Board.
- The Finance Director maintains the Associated Students, Incorporated (ASI) Trust account in the organization's name.
- The Finance Director, in conjunction with the President, must sign all authorized disbursements from Associated Students Inc. (ASI), Student Organizations and Leadership Office (SO&L), Dollars for Organizations and Clubs (DOC), or any Sacramento State alumni associations.
- The Finance Director will coordinate the organization's fundraising efforts for both its operating budget and the GASPPA DEI Scholarship, and maximize available funds to meet the organization's goals.
- The Finance Director will immediately assume the office of President in the case that the office of the President and Vice President are both vacant concurrently for any reason.

## **Communications Director**

- The Communications Director serves as the organization's chief representative to internal and external parties besides HPPA and ASI, and serves as the brand manager for the organization.
- The Communications Director will manage the organization's social media accounts and manage all external contacts.
- The Communications Director will collaborate with the President to ensure all official communications materials (e.g. social media, website, printed materials, etc.) align with the organization's policies, views, and opinions.
- The Communications Director is responsible for growing and maintaining the organization's communication networks, promoting the organization's events, and developing the organization's outreach strategies.
- The Communications Director will immediately assume the office of the President in the case that the offices of the President, Vice President, and the Finance Director are all vacant concurrently for any reason.

## **Academic Director**

- The Academic Director serves as the organization's chief liaison between students, faculty, and University administration.
- The Academic Director is responsible for representing the academic interests of the membership by attending PPA faculty meetings and communicating with the PPA Department Chair. The Academic Director attends PPA faculty meetings every two weeks on Zoom. The Academic Director will also provide the PPA department with updates on things GASPPA is working on. The Academic Director should take notes during these meetings and share these notes with the rest of the GASPPA board. Other GASPPA board members can attend these meetings too.
- The Academic Director will coordinate academic events, facilitate the mentorship program, and be available to the membership to discuss academic concerns.
- The Academic Director will assist with creating digital flyers for GASPPA events and help promote GASPPA events.
- The Academic Director will immediately assume the office of the President in the case that the offices of the President, Vice President, Finance Director, and Communications Director are all concurrently vacant for any reason.