



# GRADUATE LEADERSHIP COUNCIL

AMERICAN UNIVERSITY • WASHINGTON, DC

**Title:** Vice President

**Hours Per Week:** 10

**Support Payment:** Yes

**Length of Term:** Fall and Spring Semester 2023-2024 Academic Calendar

## **Position Overview:**

The Vice President shall serve as the secretary overseeing the internal management and operations, including its finances, property, information technology, communications, publicity, and services.

## **Responsibilities**

- I. Support operations of Council including but not limited to logistics, retreats, team building activities, and transition period
- II. Schedule and preside over Council meetings and/or conference calls to be held monthly (once a month), throughout the academic year and keep minutes
- III. Assume the duties of the President in his/her absence with his/her express written consent
- IV. Update the Graduate Leadership Council calendar and maintain regular communication with the school Presidents regarding their events to be added to the calendar
- V. Appoint university committee representatives with the President and maintain communication with those representatives
- VI. Assume any additional duties expressly assigned by the President including serving as the official graduate representative on certain boards and committees
- VII. Maintain the Graduate Leadership Council's constitution, including updating appropriate sections of the document when amendments and/or referenda are passed
- VIII. They will also be responsible for working with the Director of Communication to ensure that the Constitution is made publicly available on the council's website

## **Expectations**

- I. Attend all "official" Graduate Leadership council events, meetings, and activities
- II. Communicate effectively with council members and the Office of Student Activities
- III. Contribute to a positive work environment
- IV. Consistently demonstrate passion and service to the graduate community
- V. Fulfill all responsibilities assigned to the position