

MBGSA Officer Guide

Appointment Duration

- 15 months from election for executive officers
 - Old and new executive officers are meant to work together for the summers after election as a transitionary period while learning how to take over the position - the newly elected officers will immediately take over with previous officers being available for questions, concerns, and assistance throughout the summer
- 12 months from election for representatives of GPMB Committees
- Past officers and representatives should reach out to newly elected MBGSA offering to meet (or at minimum send an email) offering assistance and availability for questions

Global Requirements

- Dues Paid MBGSA Member
- GPMB enrollment for duration

Primary Responsibilities of Executive Officers

Title: President

- Organize agendas and run all MBGSA meetings (executive and general)
- Coordinate MBGSA activities
- Scheduling of TGIF event personnel
- Faculty liaison
- Attend *Marine Biology Council* meetings as a non-voting position
 - Attend all meetings and voice student questions/concerns
- Delegate responsibilities to other officers (don't be afraid to delegate some of your responsibilities to VP if the workload is overwhelming)
- Final executive decision maker
- Organize and manage bulk of the website
- Take MBGSA concerns to GPMB Director
- Coordinate with Greg and Jack (GML Director) about any events taking place at Grice

Title: Vice President

- Attend all MBGSA meetings
- Working with the Executive Council to coordinate community-related volunteer activities
 - **Plan event once a month (see past events and contacts document)**
 - Coordinate the Ft. Johnson Road Cleanup (once per semester)
- Help with setup and cleanup of TGIF events
- Help other MBGSA board members in their responsibilities (e.g. merchandise, cabinet upkeep, keeping the website up-to-date, organizing social events, etc.)
- Stand in as president if president has to step down or can't be present for a meeting

Title: Secretary

- Collecting and organizing photographs of MBGSA activities throughout the year
- Taking meeting minutes and attendance at every MBGSA Meeting (executive and

general)

- Posting the Minutes onto the Google Documents site / MBGSA board in hallway
- Keep track of and update dry-erase calendar of events in hallway by computer lab as well as the MBGSA Bulletin Board in the hallway
- Maintenance of the email contacts list, birthday list, and other online resources
- Send out emails about events and activities, including MBGSA updates
- Help with setup and cleanup of TGIF events
- Help other MBGSA board members put together and run events

Title: Treasurer

- Keeping track of expenses, especially supplies for TGIF
- Organize, collect money for, and order Grice T-Shirts and merchandise
- Maintain bank account, write checks and make deposits, keep account balanced
- Make payments to approved travel expense requests
- Bi-Yearly Financial Reports to council
- Ensure that dues are collected
- Help with setup and cleanup of TGIF events
- Help other MBGSA board members put together and run events

Title: Social Chair

- Maintaining the MBGSA social media pages (Facebook, Instagram)
 - Delegate any instagram takeovers through other executive members if MBGSA members are at attendance of events that can be shared to social media such as conferences, social events, volunteer events, etc.
 - Try to have an active social media presence!
- Planning regular social events (~1 per month)
- Attending all executive and general assembly meetings
- Assisting other exec board members with their duties

Primary Responsibilities of Representatives

Global Responsibilities

- Attend all committee meetings pertaining to your position
- Represent student concerns and views for each committee

Green Teaching Garden Outreach Coordinator

- Working with the Executive Council to coordinate garden work days (at least 1 per semester)
 - Weeding, compost, fertilize, planting seasonal vegetables and herbs, replace dead flowers, mulch rain garden, prune dead stems, clean cistern and rain barrels
- Between garden work days, maintain the garden
- See the "GTG Maintenance Plan" on Google Drive document for detailed responsibilities
 - Update this maintenance plan as needed each year
- Assist the Community Outreach Coordinator in planning community-related activities and outreach benefitting the garden
- Can attend MBGSA Executive meetings (this was previously considered an exec position)

Funding and Cooperative Research Committee

- Meet once per semester with FCRC committee
- Locate and investigate new funding opportunities
- Assist committee with student feedback on web resources
- Providing a student perspective on the ease of using research resources
- (optional) host a workshop to provide insight into applying to various grants/fellowships and offer a Q&A with the rest of the FCRC and grant representatives

Student/Faculty Relations Committee

- Assisting with provisions for Colloquium and the Spring Social
- Encouraging Ft. Johnson attendance at Friday Seminar and TGIF for both students and faculty

Curriculum and Academic Planning Committee

- Review core GPMB courses for academic merit
- Assist Committee with evaluating curriculum deficiencies
- Act as liaison between students and faculty about how to improve or maintain the curriculum standards

Colloquium Committee (2 second-year positions, 1 of which sits in during third-year as well)

- Help plan Colloquium event
- Help with abstract acceptance
- Organize Colloquium
- Recruit staff for Colloquium
- Set up/tear down for Colloquium
- Teach Colloquium-elects the ropes

Thesis Defense Party Committee (2 positions)

- Organize thesis defense parties: snack sign-up, set-up, clean-up, room reservation
- Remind students about defense parties via email
- Contact the committee of the person defending asking them to bring champagne
- Make or coordinate the making of a celebratory cake (thesis - themed if possible!)

College of Charleston Graduate Student Association (GSA) Liaison

- Attend GSA meetings first Friday of every month
- Membership on a GSA committee
- Keep GPMB students informed about GSA activities and information
- GSA liaison to share MBGSA important information, and report back any pertinent information to the MBGSA

Fort Johnson Marine Science Seminar Committee

- Poll students about potential speakers, provide input on potential speakers, discuss

- ways to improve the seminar with the FJ Seminar committee every couple months
- Plan the seminar schedule for each semester with faculty/staff on the committee
- Reserve the outdoor classroom/MUSC white house for TGIF reception afterwards
- Attend to the needs of invited speakers (i.e. assisting with hotel, travel, food arrangements)

Title: First-Year Liaison (2 positions)

-Must be a new first-year student at the beginning of the Fall semester term

-First-come, first-serve: ask first years for volunteers to this position at the MBGSA First-Year Orientation or first MBGSA General Meeting

- First-Year Liaison
- Attend all MBGSA meetings - including executive meetings
 - Uses these meetings to share any concerns from the first year cohort with the association and receive updates from MBGSA to share with the other first years
- Help with setup and cleanup of TGIF events
- Help other MBGSA board members put together and run events if requested