

Graduate Student Government Secretary Application

The Secretary shall serve a term of one calendar year starting January and lasting until December. Applicants should not apply if graduating before December.

GSG applicants must be in good disciplinary and academic standing with the Graduate School.

The Secretary will receive a stipend for their service to the GSG.

The Graduate Student Government is made up of the President, Vice President, Treasurer, Secretary, CSU Representative, Service Chair, Social Chair, and Student Life Chair.

Below are the duties and responsibilities of the GSG Secretary and executives.

The GSG Secretary shall:

1. Take attendance at meetings.
2. Draft a fair and accurate record of all meetings and distribute copies to each member of the Executive Board and committee chairs.
3. Post notices at the request of the President, including emergency meetings.
4. Schedule the rooms for GSG meetings.
5. Maintain an accurate and updated list of email addresses of all GSG executives and committee chairs.
6. Maintain a file of all current GSG policies and resolutions.
7. Inform the GSG Advisor of new executives and committee chairs.
8. Assist the Vice President in the application process for elections
9. Update and maintain the GSG website.
10. Oversee the announcements for the GSG Newsletter.
11. Update and maintain social media sites.

All GSG executives (President, Vice President, Treasurer, Secretary, CSU Representative) shall:

1. Attend all executive board and GSG All Member meetings as called by the President.
 - a. Executives shall not be absent from more than one executive board meetings and one GSG meeting per semester.
2. Each executive will be required to respond to all GSG matters either by phone, email or in person in a timely manner.
3. Support the events, activities, and traditions of the students and the university through participation and attendance.
4. Attend GSG sponsored events
 - a. Executives excessively absent from GSG events will be subject to disciplinary action at the discretion of the President and the GSG Moderator.
5. Represent the concerns and interests of the graduate student body.
6. Form ad-hoc committees to deal with specific issues.
7. Uphold the mission of Creighton University and advocate for the rights of graduate students.
8. Propose resolutions and acts for the GSG.

For information about GSG, please read the GSG Constitution found at:
<https://www.creighton.edu/gradschool/currentstudentinfo/gsg/documents/>

PLEASE NOTE: THE FOLLOWING INFORMATION PROVIDED WILL BE MADE AVAILABLE TO OTHER GRADUATE STUDENTS ON THE GSG WEBSITE AND ON THE ELECTION BALLOT

Name: **Rachel Mabrey**

Net ID (this will not be made available to other students):

Program: Organizational Leadership

When did you begin graduate school at Creighton? **January 2017**

Why would you be a good candidate for this position?

I work at Creighton in the School of Pharmacy and Health Professions so already have a good idea of how the institution works. I'm on campus every day (Mon-Fri). I bring a unique perspective in that I am considered an online student, but still on campus.

What experience or qualifications do you possess that would help you serve in this position?

I work a lot with data in my job so understand the importance of having good data and keeping that data for historical reference. I am also very organized and detail oriented.

List potential goals and ideas for the position:

I believe data is very important. Keeping good notes and history or an organization helps the organization know where it came from which can help direct where it is going. I would want to make sure that is happening, but also get a feel for the position and committee before I suggested any grand, sweeping changes.

Besides graduate coursework, what other time commitments do you have (jobs, organizations, committees, etc.)? **I work full-time at Creighton in the School of Pharmacy and Health Professions.**

If elected, I understand and accept the duties of the office. Also I understand that my application will be made available online to all Graduate School students.

Rachel L Mabrey

11/3/2017

Signature

Date

Please return this form to the President of GSG.