

# Organization Chart for Physics Graduate Student Council at UW-Madison

## President

- Lead monthly officer meetings.
- Serve as liaison to the Department Chair, faculty, Board of Visitors, or other entities as necessary.
- Create committees and appoint chairs for any special projects.

## Vice-President

- Maintain communication via website, calendar, meeting minutes, etc.
- Manage finances.
- Assist with other day-to-day operations.
- Fill in for president, if they are absent.

## Committee Chairs

### Chair of Recruit and Welcome

- Plan social aspects of recruitment week.
- Host welcome bbq.
- Organize informal mentoring program.

### Chair of Professional Development

- Connect students w/ prof. dev. resources available on campus
- Host grad school panel for undergrads.

### Co-Chairs of Social Activities

- Organize events for all graduate students. (cookie time, etc.)
- One co-chair 2<sup>nd</sup> or 3<sup>rd</sup> year; other 4<sup>th</sup>, 5<sup>th</sup>, or 6<sup>th</sup>.

- Each chair will have a committee to help them plan events, comprised of any physics grad student who volunteers.

## Advocacy Team

### Rep. for GMAWiP

### Rep. for International Students

### Rep. for 1<sup>st</sup> years

### At-Large Rep. (2<sup>nd</sup>/3<sup>rd</sup> years)

### At-Large Rep. (4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> years)

Option to add reps for other groups

(ex. abroad students, people of color, LGBTQ)

- Attend officer meetings.
- Hold office hours at least once per month and town halls once per semester for group they represent.
- Help inform decisions made by committee chairs.