

Public Affairs Student Association

2021-2022 Leadership Position Descriptions

Board Positions

External Affairs Coordinator

The PASA External Affairs Coordinator is a position designed to maintain PASA's coordination and communication with other Glenn College student organizations. The External Affairs Coordinator will serve as the point of contact with all. Other Glenn Student Organizations or any student org across campus. It is your role to connect with and help plan joint events with other student orgs like ICMA, PAMSO, CLC, and IGNITE. The External Affairs Coordinator is in charge of adding events from other organizations to the PASA calendar and promoting them amongst PASA. These events should be all put on by other Glenn College student organizations and any other events that may fall under the interest of PASA members.

The External Affairs Coordinator shall:

- maintain communication with other Glenn College and campus student organizations.
- encourage collaboration among the various committees of PASA.
- keep schedules of events happening throughout the College and across the University.

Time Commitment:

- Attend all monthly leadership meetings (held on the first Sunday of every month except the Sunday of Labor Day weekend)
- Maintain communication of Glenn events with the Secretary

Committee Chair Positions

Social Chair

The PASA Social Chair is responsible for carrying out PASA's mission of promoting fellowship within the College through social programming. The Chair, along with any committee members of the Social Committee, will be expected to organize and promote regular social functions for graduate students of the Glenn College.

Although the Social Chair is responsible for creating events, the Executive Board also expects that the Social Chair (or a member of the Committee) seeks out events already happening on campus that PASA can attend. We attend a large university with numerous resources, and the Executive Board wants to see PASA take advantage of some of those events. The Chair should ensure that social functions are valuable and accessible to all graduate cohorts. Events should also be inclusive and reflective of our diverse population of students. The Chair may also consider planning events in coordination with faculty, staff, alumni, or undergraduate students to further promote fellowship within the College, beyond just the graduate cohorts.

Examples of possible social programming could include (but are not limited to):

- Attending sporting events
- Social occasions at restaurants or bars
 - Previous committees have planned "International Food Trail" events to try cuisine from different cultures
- Fitness or sporting activities (Topgolf, bowling, intramural leagues, e.g.)
- Watch parties for movies or live events such as debates
- Wellness-focused programming
- Bringing PASA members to social events sponsored by other organizations at Glenn or OSU

The Social Committee may be granted a modest appropriation from PASA's budget to cover certain expenses incurred by organizing social events. The Social Chair should always communicate with the PASA Treasurer when planning any function that will require funding.

During the 2020-21 school year, the Social Chair will need to be exceptionally creative to organize events that meet the interpersonal needs of the Glenn College graduate student community while also upholding safety and public health concerns related to COVID-19. The planning may include an entirely online set of events depending on expert guidance and local conditions; the Social Chair must adapt to these constraints and provide a high-quality program.

Time Commitment:

- Attend all monthly leadership meetings (held on the first Sunday of every month except the Sunday of Labor Day weekend)
- Host monthly committee meetings with a quorum of your committee members (3/4)
- Chairs should be at all events organized by his/her/their committee; if he/she/they cannot be in attendance, another member must be delegated to attend

Professional Development Chair

The Professional Development Chair helps fulfill PASA's mission of providing educational and professional programming to enhance career planning and preparation. These professional development opportunities give students the chance to talk to professionals in various fields and provide them with the opportunity to learn more about what it is like to work in their field after graduation. Additionally, the Chair will work with the professional staff at Glenn College to provide workshops that teach networking and interviewing skills to help prepare individuals for their job search.

Although the Professional Development Chair is responsible for creating events, the Executive Board also expects that the Professional Development Chair (or a member of the Committee) seeks out events already happening on campus that PASA can attend. We attend a large university with numerous resources, and the Executive Board wants to see PASA take advantage of some of those events. The Chair should ensure that social functions are valuable and accessible to all graduate cohorts. Events should also be inclusive and reflective of our diverse population of students.

Examples of possible professional development programming could include (but are not limited to):

- Organizing workshops around resume building and interviewing
- Organizing wellness events
- Advertising forums and summits at OSU or in Columbus
- Working with Glenn 110 Career Services to create professional development materials
- Networking events with the Glenn College Young Alumni Society
- Marketing on-campus career fairs
- Partnering with the John Glenn College Alumni Association, Career Services, and other departments on campus

During the 2020-21 school year, the Professional Development Chair will need to be exceptionally creative to organize events that meet the interpersonal needs of the Glenn College graduate student community while also upholding safety and public health concerns related to COVID-19. The planning may include an entirely online set of events depending on expert guidance and local conditions; the Professional Development Chair must adapt to these constraints and provide a high-quality program.

The Professional Development Committee may be granted a modest appropriation from PASA's budget to cover certain expenses incurred by organizing professional development events. The Professional Development Chair should always communicate with the PASA Treasurer when planning any function that will require funding.

Time Commitment:

- Attend all monthly leadership meetings (held on the first Sunday of every month except the Sunday of Labor Day weekend)
- Host monthly committee meetings with a quorum of your committee members (3/4)
- Chairs should be at all events organized by his/her/their committee; if he/she/they cannot be in attendance, another member must be delegated to attend

Service Chair

The PASA Service Chair is responsible for leading efforts to fulfill PASA's mission of serving the public through community service. Service events should be impactful to the population they intend to serve and be accessible to all Glenn graduate students.

The Service Chair, along with any Service Committee members, will be expected to organize and promote regular service functions for graduate students of Glenn College. Although the Service Chair is responsible for creating events, the Executive Board also expects that the Service Chair (or a member of the Committee) seeks out events already happening on campus that PASA can attend. We attend a large university with numerous resources, and the Executive Board wants to see PASA take advantage of some of those events.

The Service Chair should ensure that social functions are valuable and accessible to all graduate cohorts. Events should also be inclusive and reflective of our diverse population of students. The Chair may also consider planning events in coordination with faculty, staff, alumni, or undergraduate students to further promote fellowship within the College, beyond just the graduate cohorts.

Examples of possible service programming could include (but are not limited to):

- Glenn Day of Service
- Thanksgiving Canned Food & Toiletry Drive Competition
- Cook and serve food at Helping Hands
- Volunteering at charity walks and races
- Ronald McDonald House
- Clean up Columbus
- Mid-Ohio Foodbank
- Team for BuckeyeThon

The Service Chair may be granted a modest appropriation from PASA's budget to cover certain expenses incurred by organizing social events. The Service Chair should always communicate with the PASA Treasurer when planning any function that will require funding.

During the 2020-21 school year, the Service Chair will need to be exceptionally creative to organize events that meet the interpersonal needs of the Glenn College graduate student community while also upholding safety and public health concerns related to COVID-19. The planning may include an entirely online set of events depending on expert guidance and local conditions; the Service Chair must adapt to these constraints and provide a high-quality program.

Time Commitment:

- Attend all monthly leadership meetings (held on the first Sunday of every month except the Sunday of Labor Day weekend)
- Host monthly committee meetings with a quorum of your committee members (3/4)
- Chairs should be at all events organized by his/her/their committee; if he/she/they cannot be in attendance, another member must be delegated to attend

Gala Chair

The Gala Chair helps fulfill PASA's mission to promote fellowship within the College through social programming and to engage in public service through community service work. The PASA Glenn Gala is an annual event, usually held in January, that works to raise money for a local charity through ticket sales and the auctioning of donated items. The Gala Chair is responsible for planning this event and securing the donated items for auction with the help of the Gala Committee. In addition, the Gala Chair should work with all Glenn graduate students, faculty, staff, and the greater campus and Columbus community to support this event.

During the 2020-21 school year, the Gala Chair will need to be exceptionally creative to organize the Gala to meet the interpersonal needs of the Glenn College graduate student community while also upholding safety and public health concerns related to COVID-19. The planning may include an entirely online event depending on expert guidance and local conditions; the Gala Chair must adapt to these constraints and provide a high-quality program.

The Gala Committee will be granted a modest appropriation from PASA's budget to cover certain expenses. The Gala Chair should be in frequent communication with the PASA Treasurer in order to secure funding and track expenses. The Gala Chair should communicate with the Diversity, Equity, and Inclusion Chair to ensure a welcoming, accessible, inclusive, and safe environment for all potential participants.

Time Commitment:

- Attend all monthly leadership meetings (held on the first Sunday of every month except the Sunday of Labor Day weekend)
- Host monthly committee meetings with a quorum of your committee members (3/4). Monthly meetings may end after the conclusion of the Gala.
- The Chair must be in attendance at the Gala and should be at all events/meetings organized by his/her/their committee; if he/she/they cannot be in attendance, another member must be delegated to attend

Diversity, Equity, and Inclusion Chair

The Diversity, Equity, and Inclusion Chair helps fulfill all of PASA's missions. The committee supports all other PASA Committee Chairs by providing guidance and feedback on all PASA events. It is the Diversity, Equity, and Inclusion Chair's role to coordinate with other committee chairs to ensure all PASA events are welcoming, accessible, inclusive, and safe for all potential participants. The Diversity, Equity, and Inclusion Chair must ensure that PASA is actively implementing programs and initiatives to create a sense of inclusion and belonging for all students. It is the job of the Chair to coordinate with all other committee chairs and communicate with the External Affairs Coordinator.

The Diversity, Equity, and Inclusion Chair should identify needs and areas of concern and address policies or practices affecting Diversity, Equity, and Inclusion within PASA and the Glenn College. The Chair will sit on Glenn's Diversity and Inclusion Committee and report relevant minutes to PASA.

During the 2020-21 school year, the Diversity, Equity, and Inclusion Chair will need to be exceptionally creative to organize events that meet the interpersonal needs of the Glenn College graduate student community while also upholding safety and public health concerns related to COVID-19. The planning may include an entirely online set of events depending on expert guidance and local conditions; the Diversity, Equity, and Inclusion Chair must adapt to these constraints and provide a high-quality program.

Time Commitment:

- Attend all monthly leadership meetings (held on the first Sunday of every month except the Sunday of Labor Day weekend)
- Host monthly committee meetings with a quorum of your committee members (3/4)
- Chairs should be at all events organized by his/her/their committee; if he/she/they cannot be in attendance, another member must be delegated to attend
- Attend all Glenn's Diversity and Inclusion Committee meetings. If the Chair cannot be in attendance, another committee member must be delegated to attend

Representative Positions

Student Representatives: MPA, MPA-DC, MPAL, MA, Ph.D.

Student Representatives help fulfill PASA's mission by acting as an official liaison between the graduate students, faculty, and staff of the College while also providing a formal and informal communications network within the College and throughout the University.

There will be Student Representatives for MPA, MPA-DC, MPAL, MA, Ph.D. graduate programs, with representatives acting as liaisons between their graduate program and PASA. These new roles will allow graduate members the opportunity to have a more active voice within PASA. The representatives are responsible for having open and continuous communication with their fellow graduate students in order to gather information, comments, concerns, issues, etc. The Student Representatives will bring this information and feedback to PASA leadership for discussion and resolution, as appropriate.

Time Commitment:

- Attend all monthly leadership meetings (held on the first Sunday of every month except the Sunday of Labor Day weekend)
- Each representative will communicate regularly with students in their respective graduate program