2015-2016 Cabinet Appointed Position Descriptions

Cabinet members must attend at least one forum meeting a quarter and must be available to attend Forum when requested by either Forum or the President.

In addition, the duties and responsibilities of the Directors shall be as follows:

**Director of Discretionary Funding**

Shall oversee the distribution and use of SFAC/GSA funds to qualified graduate student groups in order to support programming for graduate student events. The Director creates and maintains written guidelines and application forms, determines the annual and per event allocations for these student groups and facilitates the appropriate and timely distribution of funds. The Director also provides advice to graduate student groups regarding the procedures, requirements, and guidelines for acquiring and utilizing SFAC/GSA funds. Last year stipend $1600 (Rough estimate)

**Director of the Sustainable Resource Center**

Shall be responsible for overseeing the Sustainable Resource Center. The Director shall aim to involve and provide a resource to the graduate and professional students. The Director shall sit on the ASUCLA Sustainability Committee and the Campus Sustainability Committee and shall be a liaison to other student and campus groups relating to sustainability. Last year stipend $1600 (Rough estimate)

**Director of Melnitz Movies**

Shall be responsible for programming and coordinating films and panels twice a week as the GSA Melnitz Movies. The Director is responsible for selecting films for screenings and providing a venue opportunity for student groups who seek sponsorship of film-related events. The Director manages all aspects of coordination, including budgeting, publicity, screening supervision, and print-traffic management. Last year stipend $1200 (Rough estimate)

**Director of Publications**

Shall oversee the distribution and use of SFAC/GSA funds for graduate student publications at UCLA. The Director determines annual allocations for qualified UCLA graduate-run publications and facilitates the appropriate and timely distribution of funds. The Director also provides advice as needed to new and continuing editorial staff regarding procedures, requirements and guidelines for acquiring and utilizing SFAC/GSA funds and manages the Publications Media Lab. The Director shall be knowledgeable about computer and multimedia equipment as used in online publishing new technologies in publishing and be responsible for maintaining and improving the GSA Publications Computer Lab Media Studio. Last year stipend $1600 (Rough estimate)

**Director of Graduate Events**

Shall be responsible for coordinating a variety of social, cultural, and recreational programs that foster interaction among UCLA graduate and professional students from diverse academic disciplines. The specific number and nature of programs offered each academic year are determined by the Director in consultation with the GSA Cabinet and Forum Representatives. Last year stipend $1600 (Rough estimate)
**Director of Communication**

Shall be responsible for keeping the graduate student body aware of all pertinent GSA activity. The Director shall work to maintain a unified and professional GSA brand identity and facilitate the exchange of information among graduate students, officers, cabinet, forum representatives, councils, administration, and various media outlets. The Director’s duties shall include but are not limited to producing and or reviewing a quarterly bi-weekly newsletter, monthly email digests, and official press releases; reviewing and approving other publicity documents such as, but not limited to, brochures, flyers, emails, podcasts, and websites; and collaborating with a webmaster or other technical staff to research and implement emerging communication technologies. Last year stipend $1600 (Rough estimate)