

**GETTING INVOLVED IN GPAC,
LBJ, AND THE UNIVERSITY**
MONDAY, SEPTEMBER 11, 2017

THANK YOU 2016-2017 GA!

2016-2017 ACCOMPLISHMENTS

General Accomplishments:

- Partnered with OSAA and the Dean's Office to host events supporting student needs and interests
- Provided financial support to student organizations
- Served as communications conduit between students and the administration
- Coordinated with Dean's Office to host Thank You event for LBJ Advisors Pat Wong and Victoria Rodriguez
- Strengthened community partnership relationship with Barbara Jordan Elementary School

Professional Development:

- Participated in the restructuring of the Barbara Jordan Professional Development Funds program to increase flexibility in payment timing and expand areas for reimbursement
- Awarded almost \$3,000 in Professional Development Funds for a diverse array of events
- Partnered with faculty to host two GPS Speaker Career Briefings
- Organized Professional Headshot Day

Student Life:

- Hosted 19 social events

Community Engagement:

- Conducted school-wide Community Outreach Survey
- Hosted 14 service events

Academic and Internal Affairs:

- Tabled for Thanks Day, soliciting over 75 thank you notes
- Hosted Fall Town Hall
- Conducted Spring Town Hall Survey
- Hosted the Spring Faculty and Staff Appreciation Event

Finance:

- Hosted four merchandise sales with gross revenue of over \$1,000
- Coordinated with OSAA to streamline financial processes to better serve student organizations at the LBJ School

SECOND-YEAR EXECUTIVE COMMITTEE POSITIONS

EXTERNAL COMMUNICATIONS DIRECTOR

- Shall be responsible for managing all external GPAC communications tools, to include the GPAC website, listservs, email accounts, social media accounts, calendars, and shared file storage.
- Shall be responsible for appropriately and professionally building and maintaining the GPAC brand such as through the branding of GPAC funded or sponsored events.
- Shall coordinate the external communication materials for GPAC funded or sponsored events with the appropriate persons such as GPAC committees, alumni associations, student organizations and clubs, OSAA and other partners.

FIRST-YEAR EXECUTIVE COMMITTEE POSITIONS

INTERNAL COMMUNICATIONS DIRECTOR

- Shall record and preserve the minutes and correspondence of GPAC. This includes authoring General Assembly meeting minutes and compiling minutes from Standing Committee meetings.
- Shall execute all GPAC correspondence, provide to the General Assembly copies of all available official business, and create a permanent record for the posterity of the organization.
- Shall be responsible for managing the legislative process, including receiving legislation.
- Shall be responsible for distributing a meeting agenda, including all Bills, Resolutions, and Referendums to be presented, by 5:00PM on the day before the meeting.

EXTERNAL FINANCE DIRECTOR

- Co-chair the Finance Committee with the Internal Finance Director
- Oversee all fundraising activities such as merchandise sales and locker rentals
- Maintain signing authority for financial transaction in addition to the Internal Finance Director
- Work with Internal Finance Director to secure outside funding for GPAC
- Liaise with the Outreach and Professional Development Committee to assist with fundraising from alumni and other members of the community

PARLIAMENTARIAN

- Maintain proper parliamentary procedure during meetings
- Advise members of the General Assembly on parliamentary procedure
- Train newly elected members on Robert's Rules of Order at the time of their election
- Enforce attendance rules as stipulated by the GPAC by-laws and notify the Executive Committee when a representative must be removed from office so that a replacement can be found
- Manage the appointment process

STANDING COMMITTEES

ACADEMIC AND INTERNAL AFFAIRS COMMITTEE

CHAired BY THE VICE PRESIDENT

Serve as liaison between the Student Body and the administration on matters dealing with academic courses, procedures, and policies; teacher quality and quantity; and related initiatives of the LBJ School

- Provide an open forum for students to address concerns about life at the LBJ School
- Organize and facilitate town hall meetings, forums, and/or guest speakers to address diversity policy issues on a national, state, and local level, and within the LBJ School
- Meet with the Associate Dean for Academics and Research regularly to discuss academic matters and other matters of interest to the Student Body
- Coordinate the spring awards ceremony for the LBJ School faculty
- Serve as the student voice to the administration with regard to renovations or other matters of the LBJ School environment or facilities

FINANCE COMMITTEE

CHAIRERD BY THE INTERNAL AND EXTERNAL FINANCE DIRECTORS

Coordinate the appropriations process, including the disbursal of funds

- Conduct the appropriations process three times per academic year
- Coordinate all fundraising activities on behalf of GPAC
- Maintain a balance sheet for each account under the control of the Committee

PROFESSIONAL DEVELOPMENT COMMITTEE

CHAIRLED BY THE PROFESSIONAL DEVELOPMENT DIRECTOR

Promote the positive image of the LBJ School while ensuring that current students are fully prepared to enter into their careers in public affairs

- Foster productive and mutually beneficial relationships with alumni, including alumni-student dinners, mentorships, Brown Bag speakers, and network-building events
- Promote events on campus using LBJ Student Listservs and other means
- Organize and facilitate the informal Brown Bag series, and solicit input from the student body on desired speakers and topics of discussion

STUDENT LIFE COMMITTEE

CHAired BY THE STUDENT LIFE DIRECTOR

Provide opportunities that contribute to the physical, mental, and emotional enrichment of the Student Body, faculty, and staff

- Coordinate social activities, consisting of, happy hours, parties, picnics, game nights, arts and crafts, outdoor adventures, etc
- Organize events that promote the fitness and wellness of the Student Body, such as intramural sports, public athletic events, stress-relieving activities, and mental health awareness and service events
- Ensure that events are reflective and inclusive of the Student Body diversity and existing of minority groups, such as international students, students of color, the LBGTO community, students with physical limitations, working students, students with children, etc
- Organize events that connect:
 - LBJ and the greater UT community
 - 1st and 2nd years
 - MPAFF/GPS/DC

COMMUNITY ENGAGEMENT COMMITTEE

CHAIRERD BY THE COMMUNITY OUTREACH DIRECTOR

Organize community service events and build relationships with community organizations

- Facilitate community service activities at which LBJ students volunteer their services for the betterment of the greater community
- Build relationships with community organizations who share common interests with the LBJ School such as professional organizations, non-profits, advocacy organizations, and political organizations

APPOINTED POSITIONS

BARBARA JORDAN NATIONAL FORUM CO-CHAIRS

3 Vacancies (one first-year student, two upperclass students)

- Work with GPAC, the LBJ student body, and the administration to determine and execute the vision of the Barbara Jordan National Forum
- Organize a committee of interested students to carry out all aspects of the Barbara Jordan National Forum, including but not limited to planning, marketing, fundraising, guest hospitality, and event logistics
- Ensure all activities associated with the Barbara Jordan National Forum meet the established timelines

SENATE FOR COLLEGE COUNCILS REPRESENTATIVE

1 Vacancy

- Represent LBJ student interests in the Senate of College Councils Assembly meetings
- Be a voice for the graduate school community
- Be a voice for LBJ
- Regularly update GPAC on the activities of the Senate of College Councils

GRADUATE STUDENT ASSEMBLY REPRESENTATIVE

1 Vacancy

- Represent LBJ Student Interests in the Graduate Student Assembly
- Regularly update GPAC on the activities of the Graduate Student Assembly

UNIVERSITY OF TEXAS STUDENT GOVERNMENT REPRESENTATIVE

1 Vacancy

- Represent LBJ student interests in the University of Texas Student Government Assembly meetings
- Meet prominent figures in the Austin community (ex: Mayor Steve Adler, Councilwoman Kathie Tovo, Rep. Donna Howard)
- Interact with the greater UT community
- Get insider UT information
- Regularly update GPAC on the activities of The University of Texas Student Government

GPAC EXCOM

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For general questions, email gpaclbj@gmail.com