



2018_2019

Graduate Student Advisory Board

Handbook

Introduction

Welcome to the Liberty University Graduate Student Advisory Board! We appreciate you and thank you for committing to the fostering of community among Graduate Students at Liberty University. Your decision to be involved with the GSAB is the key to achieving a holistic, integrative community among our graduate students. Through your support of the GSAB and Graduate Student Life, you are serving as partners with your fellow graduate students assisting in the increase of visibility and influence of your peers on Liberty University's campus. Thank you again for your commitment to serve. We look forward to working in partnership with you!

Our Mission

The mission of the Graduate Student Advisory Board is to create a holistic, integrative community by engaging graduate students from all programs through events, and initiatives that are in keeping with the objectives stated below.

Objectives

The Graduate Student Advisory Board will work to cultivate an atmosphere of well-being, belonging, and community through listening to the needs of our peers through face to face engagement at events designed to facilitate our mission.

Executive Leadership Officers

Chair

Jordan Ginn

M.A., Human Services - Counseling

Vice Chair

David Stewart

M.A., Business - Public Health

Outreach Coordinator

Marishia Allie

M.Div., Global Studies

Social Media/Communications Coordinator

Deryka Tso

M.A., English

General Council

Alex Brown
MBA

Aliah Fonteh
M.S., Biomedical Sciences

Abigail Long
M.A., Strategic Communications

Glodi Bokanya
M.S., Biomedical Sciences

Paul Miller,
M.A., Christian Ministries

Curtis McDaniel
M.Div., Chaplaincy

Patrice Parkinson
M.A., Counseling

Skylar Banks
MBA

Aaron Bell
MBA

Board Advisor

Gretchen Cline
Associate Director, Graduate Student Life
M.A., Ethnomusicology

Membership Responsibilities

The GSAB requires its officers to attend at least 75% of the monthly board meetings. If you are unable to attend, please inform the Board Advisor of your absence. If a meeting agenda includes a board vote, absentees will be required to vote electronically through email for documentation of our monthly minutes.

Board members are required to serve on the Graduate Student Life event team at least four times per semester. You are responsible for voting on motions proposed at board meetings and in the electing of GSAB officers. It is recommended that board members attend at least two of our signature events per semester and at least two of the meet up, tabling, or Graduate School events per semester. Our semester outreach events are also recommended for attendance. As schedules permit, it may be necessary for members to assist in tabling events for recruitment and engagement.

Each member is responsible to serve as a liaison between the GSAB to your specific graduate program. You will receive emails and materials to distribute to your respective graduate classes and program directors for the purpose of encouraging event attendance and awareness of the board's activities and membership opportunities.

GSAB members are the principle conduits for Liberty University graduate students to express their needs and suggestions to Graduate Student Life and other university offices. It is essential that you listen to the needs of your peers within your specific graduate programs through conversations and interactions so as to bring concerns, suggestions, and ideas to monthly meetings. If appropriate, these conversations can be brought to the GSAB for consideration and possible support from Graduate Student Life and university administration. It is imperative that communication with graduate students within or outside of your programs is acted on in a timely manner with excellent follow through via email or face to face interaction.

Membership Criteria

Membership criteria for the GSAB are as follows:

1. Current full time graduate student at Liberty University.
2. Maintains good judicial standing at Liberty University.
3. Serves at (2) signature events per semester and (2) meet up events per semester, and (1) outreach event.
4. Completion of GSAB application.

Graduate Student Life and Board Activities

Grad-Connect (signature event)

Tailgates (signature event)

New Graduate Student Orientations (tabling event)

Annual Ugly Christmas Sweater Party (in collaboration with undergraduate commuter student life)

Winter Gala (in collaboration with undergraduate commuter student life)

GSA Appreciation Day (outreach event)

Annual Salvation Army Bell Ringing (outreach event)

Professional Development Events (Pro Dev event)

GSAB recruitment (tabling event)

End of Year Graduate Student Cook-out (meet up event)

3-Minute Thesis Competition (Graduate School event)

Research Week (Graduate School and Center for Research event)

*Dates are subject to change and additional events may be added throughout the academic year as needed. We also encourage board members to “like” the GSL Facebook page and the LibertyGSAB Instagram page.

GSAB Assembly Dates

All GSAB assemblies are held from 11:30am – 1:30pm on the 3rd Thursday of each month and are listed below. Meetings are held in the Graduate and Commuter Student Life Center (Green Hall #1875) conference room A. Please watch for emails with outlook calendar invitations from our board advisor or chair of communications.

September 12th, 2018

For your convenience, the residential and online academic calendars can be found here:

<http://www.liberty.edu/academics/registrar/index.cfm?PID=17813>

GSAB Leadership Descriptions

Chair

The Chair will be the senior volunteer leader of the Graduate Student Advisory Board and will preside at all monthly meetings. The board Chair oversees the implementation of board goals and ideas and will ensure that appropriate actions are taken and maintained toward these goals.

Specific Responsibilities:

- 1) Works closely with the Assistant Director of Graduate Student Life to coordinate meeting agendas, Graduate Student Life events, and other potential meetings in which the board may need representation.
- 2) Recognizes his or her responsibility to set the example to other board members by leading with a clear vision and Christ-like character.

- 3) Responsible for the conducting of all board meetings with special attention placed upon use of time, topics, and flow. Familiarity with Robert's Rules of Order will be necessary to conduct meetings. Please see link, <http://www.rulesonline.com/>

Secretary

The Secretary of the Graduate Student Advisory Board will maintain the records of our board and sits close to the Chair during meetings to assist and take notes. The Secretary will explain pending business when called upon.

Specific Responsibilities:

- 1) Maintain accurate records of meeting minutes and proceedings of the board.
- 2) Maintain the official membership roll.
- 3) Process general correspondence including agenda for meetings and meeting dates and times.
- 4) Works closely with the Assistant Director of Graduate Student Life to schedule meetings.

Volunteer Coordinator

The volunteer coordinator of the Graduate Student Advisory Board will assist in coordinating our board volunteers for Graduate Student Life events and providing updates on ways to engage and connect graduate students at each board meeting.

Responsibilities:

- 1) Maintains a schedule of board volunteers per scheduled event.
- 2) Provides concise communication to volunteers of the board prior to events.
- 3) Provides information and updates at all board meetings on current volunteer needs.

Social Media Coordinator

The social media coordinator of the Graduate Student Advisory Board will be responsible for the creation and maintaining of the board's Instagram account. The social media coordinator will also ensure that event pictures, board announcements, and GSL initiatives will be promoted on social media platforms.

Responsibilities:

- 1) Maintains LibertyGSAB Instagram page.
- 2) Provides creative ways to communicate the mission and objective of the board.
- 3) Responds to inquiries through comments on the Instagram page and other social media platforms.