

Job Description: VPEA

*From the COGS Bylaws:*

### **6.3 Vice President for External Affairs**

**6.3.1** Shall have the option to serve as one of the Graduate Representatives to the University Committee on Graduate Studies without having to be elected to the committee by the Full Council. Once all the seats on the committee have been filled, this officer can no longer choose to join until a seat becomes vacant again.

**6.3.2** Shall be responsible for obtaining and reviewing reports on the activity of the following committees:

- University Committee on Graduate Studies
- Women's Advisory Committee to the Provost
- Women's Advisory Committee to the Vice President for Student Affairs
- President's Advisory Committee on Disability Issues
- Michigan State University Student Food Bank
- COGS Graduate Welfare Committee
- Department of Police and Public Safety Oversight Committee
- United Way Steering Committee
- Women's Organizational Coordinating Council
- University Committee on Honors Program
- Insurance Advisory Group
- MSU Food Advisory Committee
- University Council
- University Committee on Out-of-State Fees
- All-University Traffic Committee
- Olin Advisory Board
- University Activities Advisory Board
- University Committee on Undergraduate Education
- Community Relations Outreach and Membership Committee

**6.3.3** Shall serve as a liaison on behalf of COGS with national graduate education advocacy coalitions and organizations.

**6.3.4** Shall have the option to be one of the graduate representatives to the University Council without having to be elected to the council by the Full Council. Once all the seats on the committee have been filled, this officer can no longer choose to join until a seat becomes vacant again.

**6.3.5** Shall serve as the liaison between the Council of Graduate Students and appropriate State, Local, and Federal agencies, and as the liaison to the University Office of Governmental Affairs.

**6.3.6** Shall, in consultation with the COGS Executive Board and Full Council, coordinate the philanthropic efforts of the Council of Graduate Students