



UCGPC Elected Officer Call for Nominations

Title:	UCGPC Vice Chair
Term Duration:	July 1, 2022 to July 31, 2023
Compensation:	\$200.00/mo. (\$2,600.00 total), travel reimbursed.
Estimated Workload:	Approximately 5-10 hours per week, may vary.
Requirements:	<ul style="list-style-type: none">- Must be an enrolled student at a UC graduate or professional degree program for entire term.- The nomination must be made by a current member of the UCGPC Board.
Recommended Prior Experience:	<ul style="list-style-type: none">- Recording officer or secretary of a student-driven group, association, or movement.- Communication strategy planning and execution.- Engagement with the CA or federal legislative process.- Leadership role in a student-driven group, association, or movement.
Recommended Skills:	<ul style="list-style-type: none">- Proficiency in mass communication, communicating with public officials.- Basic understanding of Robert's Rules.- Student-centered advocacy and political advocacy.- Relationship building, flexibility, attention to detail.
Duties and Responsibilities: UCGPC Bylaws §2.6	<ol style="list-style-type: none">1. Serves as CIO of UCGPC.2. Maintains meeting minutes, positions, and records of the Council.3. Works with the Director of Outreach to coordinate communication of Council matters to the public.4. Assumes the duties of the Council Chair in case of the position vacancy or absence.5. Gives advice on parliamentary procedure to the officers, committees, and members of the organization in accordance to Robert's Rules. Resolves disputes on proper procedure.6. Assists Council Chair, as delegated.7. Maintain standing lists of ad-hoc committees.