

# Graduate Student Council

## Rough Yearly Calendar

### May

- Yearly eBoard Planning Meeting (close to May 1)
- Monthly Council Meeting
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
- Planning for Softball (close to May 1)
  - Manager's meeting
- Pay the Officers and Chairs for the Year

### June

- Monthly Council Meeting
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
- Advertise for Travel Grant Drawing

### July

- Monthly Council Meeting
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
- Travel Grant Drawing

### August

- Monthly Council Meeting
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
- Graduate Student Orientation Binders
- Fall Orientation (Friday, August \_\_, 20 \_\_ ) Picnic (Friday) & Quincy Mine Tour (Saturday—new studs)
  - Work with grad school on binders
    - Make sure to get enough GSC brochures (~200) printed for insertion into binders (GSC's Index (account) for charging the prints is: S70833)
    - Create cover, spine, and content for Section G of the binder (coupons, info on local amenities/services)
    - Arrange for as many as 10-15 volunteers to be discussion leaders at orientation
    - Arrange the picnic on Friday for Hancock Beach, etc. VAN DRIVERS needed
    - Arrange the Quincy Mine Tour on Saturday. VAN DRIVERS needed
  - Arrange for drivers
- Softball Social

## **September [Fall Term begins]**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
  - Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- Fall Color Tour aboard the Keweenaw Star (counts as social #1)

## **October**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
  - Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- Lunch-n-Learn Lecture Series #1
- Advertise for Travel Grants
- Fall Social #2

## **November**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
  - Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- Lunch-n-Learn Lecture Series #2
- Travel Grant Drawing

## **December**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
  - Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- "Holiday" Social #3
- Lunch-n-Learn Lecture Series #3
- Grad School Binders for Orientation

## **January [Spring Term begins]**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
  - Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- Spring Social #1 (Partner with Orientation?)

## **February**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev

- President and Secretary prepare Agenda
- Treasurer prepares budget report
- Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- Lunch-n-Learn Lecture Series #1
- Advertise for GRC and Awards Nominations
- Advertise Travel Grants

## **March**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
  - Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- Spring Social #2
- Elections Held
- Lunch-n-Learn Lecture Series #2
- Advertising for GRC
- Travel Grant Drawing

## **April**

- Bi-monthly Council Meetings (1st/3rd Monday)
  - Social arranges food-n-bev
  - President and Secretary prepare Agenda
  - Treasurer prepares budget report
  - Secretary and PR Chair prepare email bulletin (distribute 1<sup>st</sup> Monday each month)
- Graduate Research Colloquium & Awards Banquet hosted
- Arrange for next year's site, transfer docs, and train incoming officer
- Spring Social #3
- Lunch-n-Learn Lecture Series #3
- Training and transfer of offices begins