



Graduate Policy and Administration Community Bylaws (Amended April 2021)

Article I – Organization Name

- I. This organization shall be known as the Graduate Policy and Administration Community (GPAC).

Article II – Purpose

- I. The purpose of GPAC is to build a community of leaders from the Master of Public Administration (MPA), Master of Public Policy (MPP), Master of Nonprofit Leadership and Management (MNLN), Master of International Public Policy and Management (IPPAM), and Master of Science in Public Policy Data Science (MSPPDS) programs at the University of Southern California Price School of Public Policy (herein referred to as USC Price) and to enhance:
 - a. Community – developing a lifelong social and professional network of students, alumni and faculty.
 - b. Governance – providing social, academic and professional leadership experiences.
 - c. Place – creating a unique culture and identity at USC Price as a premier school of Public Administration and Public Policy.
 - d. Collaboration – provide opportunities for collaboration among stakeholders at USC Price.
 - e. Diversity – reflect the needs, values and goals of our diverse membership.
 - f. Accountability – remain accountable to our school, our society, and each other.

Article III – Membership

- I. Categories of membership shall be: Full and Alumni.
 - a. Opportunity for full student membership is conferred upon all MPA, MPP, MNLN, IPPAM, and MSPPDS students upon matriculation at USC Price and payment of USC Graduate Student Government activity fees
 - i. Online students attendance at events shall be contingent on the USC Graduate Student Government activity fees being paid.
 - b. Alumni shall be invited to continue membership upon graduation
 - c. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation
 - d. Online Students:
 - i. Membership for online students and attendance at events shall be contingent on payment of the USC Graduate Student Government activity fees. Online students may also be provided the option to pay a membership fee directly to GPAC in order to join the organization and participate in programs and activities. This fee shall not exceed the cost of GSG activity fees for students at the University Park Campus.



Article IV- Finances

- I. Dues are collected through the student activity fee provisioned by USC Graduate Student Government.
- II. No membership dues for students at the University Park Campus shall be charged directly by GPAC.
- III. GPAC may assess fees on a per-event basis to cover the cost of an event or supplies.
- IV. Any surplus revenues collected or raised from events shall be transferred to the GPAC Credit Union Account. These revenues shall only be used for other GPAC events and/or purposes.
- V. GPAC will make information about transactions and/or balances of its credit union account available to any student member by request.

Article V- Executive Board

- I. The Executive Board shall be composed of twelve (12) executive officers. If necessary, however, these positions may be split into 2 co-chairs, to allow for student leadership flexibility.
- II. Titles:
 - a. President
 - b. Vice President
 - c. Executive Officer (2)
 - d. Finance Chair
 - e. Social Chair (2)
 - f. Alumni Relations and Professional Development Chair
 - g. Programming Chair
 - h. Diversity, Equity, and Inclusion Chair
 - i. Online MPA Chair
 - j. Sacramento Campus Chair
 - k. GSG Senator (Ex Officio)
- III. Qualifications:
 - a. All officers must be current members of the organization as students of the University of Southern California for fall and spring semesters of the academic year served, and be in good academic standing.
- IV. Duties of Officers:
 - a. The duties shall be included in Appendix A.
- V. Terms of Office:
 - a. Terms of office shall be for one academic year beginning after the annual Spring Banquet event, and ending on the annual Spring Banquet event of the following year.
 - b. Those elected and/or appointed shall be in transition from the time of the election/appointment until the day following Spring Commencement.
 - c. Re-election is permitted, so long as the officer remains a student member in good academic standing and intends to be a student for the next academic year that coincides with the terms of office.
- VI. Vacancies and Removal:



- a. Vacancy
 - i. Any vacancy must be filled within one month for the remainder of the term.
 - ii. A vacancy is to be appointed by the President and/or Vice-President and confirmed by a majority vote of the Executive Board.
 - iii. In the case of a vacancy of the presidency, a vote should take place among all student members in accordance with Article VIII regarding elections.
- b. Removal
 - i. Any officer may be removed from office by a vote of two-thirds of the Executive Committee.
 - 1. Due cause shall be provided to the officer under consideration for removal and the Executive Board.
 - 2. The person being considered for removal shall not be counted in determining the attainment of a two-thirds vote.
 - ii. The person under consideration for removal shall be given an opportunity to present facts to the Executive Board and all members.

Articles VI-Committees

- I. Standing Committee Titles:
 - a. Finance Committee
 - b. Communications Committee
 - c. Alumni Relations and Professional Development Committee
 - d. Social Committee
 - e. Diversity, Equity, and Inclusion Committee
 - f. The Programming Chair, depending upon the specific goals set forth by the GPAC Executive Board for the year, shall establish and maintain programming sub-committees which may include:
 - i. Education sub-committee
 - ii. Environment/Urban Planning sub-committee
 - iii. International Development sub-committee
 - iv. Social Justice sub-committee
 - g. Online MPA Committee
 - h. Sacramento Campus Committee
- II. Qualifications:
 - a. Standing Committees
 - i. Eligible committee members shall be current members of the organization as students at the University of Southern California for Fall and Spring Semesters of the academic year served.
 - ii. The process for committee recruitment and appointment shall be made at the discretion of the Executive Board.



- III. Duties of Committees:
 - a. The duties shall be included in Appendix B.
 - b. Committees are encouraged to sponsor regular activities. However, committees may also be required to assist one another in general events and activities. The Executive Board should be notified of the events sponsored by other committees.
- IV. Oversight:
 - a. Committees will be overseen by a member of the Executive Board to ensure efficacy and maintain accountability. The oversight structure for committees shall be as follows:
 - i. Communications Committee shall be overseen by the Executive Officer
 - ii. Finance Committee shall be overseen by the Finance Chair
 - iii. Alumni Relations and Professional Development Committee shall be overseen by the Alumni Relations and Professional Development Chair
 - iv. Education, environmental/urban planning, international development, and social justice ad hoc sub-committees shall be overseen by the Programming Chair
 - v. Social Committee shall be overseen by the Social Chair(s)
 - vi. Online MPA Committee shall be overseen by the Online MPA Representative
- V. Standing Committee Structure:
 - a. Each Standing Committee shall be composed of at least two (2) members
 - b. Each Executive Board with committee oversight may work in concert with members to decide on how to structure their management practices
- VI. Terms of Appointment:
 - a. Members of Committee, upon appointment by the respective Committee Chairs, shall serve for the duration of the academic year in which they were appointed.
 - b. Those appointed shall be in transition from the time of the appointment until the day following Spring Commencement.
 - c. Repeat appointment is allowed, so long as the officer remains a student member in good academic standing and intends to be a student for the next academic year that coincides with the terms of office.
- VII. Vacancies and Removal:
 - a. Executive Board may elect to remove committee members upon showing due cause.
 - b. Vacancies should be filled promptly and at the discretion of the Executive Board member with oversight to ensure productivity of committee.
- VIII. Ad-Hoc Committees:
 - a. Any member of the Executive Board may propose the addition of an Ad-Hoc Committee.
 - b. An Ad-Hoc Committee shall be chaired by a member of the GPAC Leadership Board; however, may include Student Members.
 - c. An Ad-Hoc Committee should provide regular updates to the Executive Committee.
 - d. An Ad-Hoc Committee shall be limited in duration with a focus on a specific issue and/or event.



- e. A majority vote of the Executive Board may disband an Ad-Hoc Committee at any time.

Article VII – Meetings

- I. Executive Board Meetings:
 - a. The Executive Board shall meet at least once per month and on an additional, as needed basis.
 - b. The Executive Board shall meet at least once during the summer term following elections to conduct strategic planning for the upcoming academic year.
- II. Committee Meetings:
 - a. Individual committees are expected to meet on an as needed basis. The number of meetings, location, and agenda topics will be determined by committee chairs and communicated to the Executive Board.
 - b. Committee meetings may be called during the summer term following elections to conduct strategic planning for the academic year.
- III. General Meetings:
 - a. There will be a General Meeting of the membership held a minimum of once each semester. The initial General Meeting should be held no later than the second month of each semester. At this meeting, officer and committee reports will be presented and other business of the organization shall be conducted.
 - b. General Meetings will continue throughout the semester, on an as-needed basis. These meetings shall be open to the public.

Article VIII – Elections & Appointments

- I. Election Committee:
 - a. The President and Vice-President shall form an ad-hoc Elections Committee during the spring semester that must be conferred by a majority vote of the Executive Board, and one vote per Standing Committee.
 - b. This Committee shall enforce election rules as required to carry out its duties in a fair and open manner.
- II. Elections:
 - a. Elections shall take place during Spring Semester, no earlier than week 7 and no later than week 12.
 - b. The candidate receiving the highest number of votes for each position will be considered the winner.
 - c. In the case of a tie each member of the Executive Board shall submit one vote for the top finishers and shall confer to address any ties during that process.
 - d. Candidate Statements will be emailed to the cohort(s) in the order of positions enumerated in Article 5, Section 2 of these bylaws*. If multiple candidates run for the same position, their candidate statements will be listed in alphabetical order.
 - e. Candidates who violate any election rules are subject to disqualification by a three-fourths majority vote of the Executive Board.
 - f. Nominations



- i. Nominations and self-nominations shall be open to all Student Members for 10 business days prior to the elections.
 - ii. Nominees who wish to run must submit a Candidate Statement with a maximum length of one page by 11:59PM Pacific Time on the final day of the nomination period. Nominees who fail to submit a statement by this deadline shall be ineligible to run.
 - g. Campaigning
 - i. The campaign period shall last for 5 business days between the nomination period and the voting period.
 - ii. Candidates are only allowed to campaign beginning at noon on the first day of the campaign period.
 - iii. During the campaign period, each candidate will be permitted to send one email to the masters listserve of the MPA/MPP/MNLM/IPPAM/MSPPDS cohorts.
 - iv. Campaign spending is neither required nor encouraged. However, should candidates choose to spend money, they may not spend more than \$25.
 - v. Candidates will be required to submit final expense reports (i.e. receipts, electronic copies, screenshots, etc.) to gpac.usc@gmail.com by 11:59pm on the last day of the voting period.
 - h. Voting
 - i. Electronic Ballots shall be sent electronically to USC Price MNLM, IPPAM, MPA, MSPPDS, and MPP student body and voting shall remain open for no more than 3 business days after mailing (electronic or hard copy).
 - ii. The Election Committee shall work with USC Price administrators to ensure voting integrity and verify no voter fraud occurs.
 - iii. The order of names on the ballot shall reflect the order of positions enumerated in Article 5, Section 2 of these bylaws. If multiple candidates run for the same position, their candidate statements will be listed in alphabetical order.
 - i. Appeals
 - i. Any candidate wishing to challenge the results of the election must file a written protest to the President and the faculty advisor within five business days after the vote tabulation; otherwise the results of the election become final.
 - ii. If an appeal is filed, the Associate Dean for Student Affairs and Enrollment Management shall assemble an appeals committee to determine if the appeal has merit and if a new election shall be held.
 - iii. If the appeals committee recommends a new election, a three-fourths vote of the Executive Board Officers will decide the procedures for the new election.
- III. Transitions
 - a. Once elected, the elected officers may begin to meet; however, they do not begin their official duties until the day of Spring Banquet.
 - b. During this transition period, elected officers may meet with existing officers and proceed with the appointment process for any vacancies.



- c. Elected officers may begin recruitment for committees during the transition period.
- IV. Appointments
 - a. Once elected, the President may fill vacant positions with majority approval of the Executive Board. Priority shall be given to student members who ran for an elected position but did not win to any vacant position of their choosing.
 - b. After the election, the newly-elected President and Vice-President shall meet to publicly solicit applications for appointment to the remaining vacant positions. A good faith effort should be made to fill these vacancies by the end of Spring Semester.
 - c. If there continues to be vacancies after the Spring Semester appointments, fall semester appointments may be made after applications for nominations are made public.

Article IX – Code of Conduct

- I. The purpose of the Graduate Policy and Administration Community is to build a community of leaders at USC Price. As a member of GPAC, executive officers and committee members recognize the significance of their professional conduct and ethical responsibilities to the community they serve, the university they represent, and the other members of their future profession. These individuals pledge to promote:
 - a. Principle 1 – Collaboration among the various programs at Price;
 - b. Principle 2 – Diverse opportunities reflecting the needs, values and goals of our members; and
 - c. Principle 3 – Accountability to the past, present and future reputation of Price.

Article X – Affiliations

- I. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.
- II. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.
- III. GPAC accepts full financial and production responsibility for all activities it sponsors.
- IV. GPAC agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of GPAC differ, the policies and regulations of USC will take precedence.
- V. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

Article XI – Amendments

- I. These Bylaws may be amended by a two-thirds vote of the entire Executive Board. Such proposed amendments must be communicated by newsletter to GPAC members with an explanation as to the reasons for the proposed changes. Future amendments can be brought up by any member of the



- Executive Committee or the chair of any standing committee.
- II. In the instance where not every member is available, a Quorum of 7 members is needed for a full vote to proceed.

Article XII - GPAC Summer Internship Fund

- I. Staff:
 - a. Members who ensure the success of the GPAC Summer Internship Fund ("GSIF") may include the President, Vice President, Alumni Relations and Professional Development Chair, and Alumni Relations and Professional Development Committee.
- II. Funding:
 - a. \$10,000 contribution from Dean Knott
 - b. Money raised from alumni participation at Price Prom, Spring Banquet and GPAC tailgate events will go towards GSIF. Methods can include but are not limited to purchase of raffle tickets, food/drink access and GPAC merchandise.
 - c. Individual donors may contribute directly to the GSIF account.
 - d. Account managed by Director of Development and Constituent Relations.
- III. Application:
 - a. GSIF applications will open March of that academic year and close April of the same academic year.
 - b. GSIF eligibility applies to all USC Price degree students who will be returning in the Fall.
 - c. Application will be sent to email list serves via USC Price Career Services Office.
- IV. GSIF Selection Committee:
 - a. A GSIF Selection Committee will include GPAC President, Alumni Board Member, Director of Career Services, Director of Development and Constituent Relations.
 - b. Disbursement criteria will be established in a Selection Committee document.
- V. Notification and Disbursement:
 - a. Notification will occur at the conclusion of the Selection Committee decision period.
 - b. Disbursement quantity and amount will be finalized before applications sent, pending funds raised.

GPAC OFFICER DESCRIPTIONS

Updated Spring 2020

Bylaws Appendix A

Executive Board

The Executive Board is comprised of twelve positions, working together to facilitate GPAC events and provide for the overall direction of GPAC. These twelve individuals work closely with other committees, Price School of Public Policy faculty and staff, alumni, and other student organizations.

President



This position is responsible for facilitating the overall direction of GPAC and developing strategic objectives and goals for the year. This individual spends a significant amount of time communicating with the GPAC Executive Board, students, Price School faculty and staff, alumni, and other student organizations.

Responsibilities internal to the organization include:

- Clearly define the overall vision of GPAC during their administration and facilitate efforts aligned with meeting strategic objectives and outlined goals for the year
- Engage in regular communication with and providing oversight to GPAC Executive Board
- Organize monthly GPAC meetings
- Secure resources to support organizational functions and events
- Work closely with the Program Chair to ensure successful executive of events
- Serve on the Selection Committee for the Price Graduate Summer Internship Fund

Responsibilities external to the organization include:

- Complete the annual USC Recognition process in Fall <http://sait.usc.edu/stuorgs/recognized.shtml>, and http://www.usc.edu/org/gpps/resources/gpps_recognized.html
- Attend monthly Price School Student Leader Luncheons and serving as primary liaison between GPAC and USC/Price School Administration
- Represent GPAC at major events
- Serve as primary liaison between other student organizations at the Price School and facilitate collaboration. Identify and maintain regular communication with Online MPA and Sacramento Center representatives
- Serve as the leading voice for all MPA, MPP, MNLM, IPPAM, and MSPPDS students at the Price School
- Remain visible to Price School community
- Attend County Management Fellowship board meetings and events

This individual is highly encouraged to have around 10 hours a week to dedicate to GPAC-related business and be flexible enough to spend at least a few days a week on campus to meet with faculty, staff, and students.

Vice President

This position is focused on providing overall organizational support to committees and assisting the President with various responsibilities and commitments. This individual oversees the structure of GPAC to ensure that there is an effective organizational relationship and collaboration between committees.

While this position can take numerous forms, some of the more traditional responsibilities include:

- Organize the annual election process
- Maintain the organization's bylaws



- Work closely with the Social Chair and serve as primary organizer for major social events
- Co-lead organizer for Spring Banquet
- Support Chairs and their committees in developing goals and execution of programming
- Represent GPAC at major events
- Organize and co-lead GPAC meetings and executive board meetings
- Attend meetings with the administration and serve on committees as needed
- Assist the President in setting goals and leading the Executive Board
- Lead delegate recruitment efforts
- Ensure that GPAC attends both the USC and GSG recognition meetings (required), and encourage other officers to attend
- Act for the President in their absence and assist the President in the execution of administrative responsibilities

This individual is highly encouraged to have around 10 hours a week to dedicate to GPAC-related business and be flexible enough to spend at least a few days a week on campus to meet with faculty, staff, and students.

Executive Officer

This position is responsible for overseeing the administrative functions of the organization and all GPAC-related communications to include the GPAC email, newsletter, website, Facebook, and other social media platforms. The core function of this position is ensuring that all internal updates are shared with the Board and relevant committees and GPAC-related announcements and pertinent information is disseminated to the Price MPA, MPP, MNLM, IPPAM, and MSPPDS communities.

Responsibilities include but are not limited to:

- Oversee Communications committee and recruit and maintain its members
- Work with Price School's Director of Communications
- Take and share minutes of Executive Board meetings and GPAC General Body meetings
- Ensure that minutes and bylaws are up-to-date on public facing platforms
- Update the GPAC Google Calendar
- Access and update the GPAC Facebook Group page
- Maintain the gpac.usc@gmail.com e-mail account

This individual is highly encouraged to have around 5 hours a week to dedicate to GPAC-related business and be flexible enough to communicate at least once a week with the President, Vice President, and other Executive Board members, as needed.

Finance Chair

This position is responsible for managing the financial resources available to GPAC and ensure that the organization remains in good financial standing. This individual works with the Executive Board to prepare the



annual budget and provides financial updates at Executive Board meetings. This individual may develop a Finance Committee to assist with executive duties. The Finance Officer is also responsible for ensuring that GPAC makes an annual contribution of no less than \$500 to the Price Graduate Summer Internship Fund.

Responsibilities include:

- Develop GPAC's annual budget
- Manage GPAC's Credit Union account
- Serve as the primary contact for GSG funding and GPAC funding requests
- Submit budget proposal requests
- Be in regular communication with Executive Board officers and committee chairs regarding the breakdown of their budgets
- Oversee fundraising efforts to ensure the annual contribution requirement to the Price Summer Internship Fund
- Keep the GPAC budget regularly updated and give updates to all officers as requested
- Oversee Finance Committee and recruit and maintain its members
- Serve as finance advisor to other student organizations as needed
- Update regularly budgetary and financial information
- MUST attend the GSG Finance Orientation meeting in Fall, coordinated with the GSG Finance Director, gpssfund@usc.edu, and Finance Assistant, gpssfinance@gmail.com

This individual is highly encouraged to have around 5 hours a week to dedicate to GPAC-related business and be responsive to email and phone communications with Executive Board and committee members to ensure timely submission of budget requests.

Alumni Relations and Professional Development Chair

This position is responsible for cultivating and nurturing MPA, MPP, MNLM, IPPAM, and MSPPDS alumni relationships for the benefit of the organization and its mission to serve the Price student body and aiding in efforts to provide professional development opportunities to students. This individual will work closely with the Price Alumni Board, USC Price Director of Development and Director of Alumni Relations, and the USC Price Office of Career Services to ensure regular communication and work on collaborative events for the student body. Further, this individual is responsible for ensuring that the Price Graduate Summer Internship Fund, an initiative launched by the Price School in 2015 with GPAC's leadership, remains sustainable. This individual may develop an Alumni Relations and Professional Development Committee to assist with executive duties.

Responsibilities include:

- Serve as GPAC's primary alumni contact
- Serve as primary contact with Director of Development, Director of Alumni Relations, and USC Price Office of Career Services



- Work with Dean of Student Affairs, USC Price Office of Career Services, and USC Price Director of Development to ensure the sustainability of the GPAC-created Price Graduate Student Summer Internship
- Provide monthly updates to the Price Alumni Board
- Collaborate on events and workshops with alumni and Career Services to serve the professional needs of the student body
- Maintain and expand GPAC's alumni database, focusing on updating contact information for the previous year's MPA, MPP, MNLM, IPPAM, MSPPDS graduates
- Ensure alumni are updated and invited to major events
- Collaborate with committees on identifying alumni for events and workshops
- Oversee Alumni Relations and Professional Development Committee and recruit and maintain its members
- Assist with securing donations and gifts for major events and other fundraising needs as necessary
- Provide regular updates to Executive Committee

This individual is highly encouraged to have around 5 hours a week to dedicate to GPAC-related business and be responsive to alumni and the appropriate Price School administration.

Programming Chair

This position is responsible for overseeing the organization's academic programs and events. This individual is responsible for the successful execution such efforts and serves as the primary liaison for the Price School's MPA, MPP, MNLM, IPPAM, and MSPPDS programs. This position is responsible for overseeing appropriate committees, in addition to ad-hoc subcommittees created to help plan and execute additional programs.

Programs will continue to evolve but responsibilities will include:

- Serve as primary student contact with USC's MPA, MPP, MNLM, IPPAM, MSPPDS Program Directors and Administrators and represent student interests
- Oversee Programming Committees and recruit and maintain its members
- Communicate regularly and meet with the President as needed to provide progress reports on programming
- Work collaboratively to brainstorm and create work plans for events
- Oversee budgeting for programs
- Appoint committee chairs to streamline communication and ensure transparency and accountability
- Coordinate with the President and Vice President to conduct meetings with committees at least once a month
- Suggested standing sub-committees include: Education, environmental/urban planning, international development, and social justice
- Provide regular updates on programming to Executive Board



Past events conducted by GPAC that the programming chair may be expected to oversee include:

- The existing MPP mentorship program and working to replicate the program for the MPA program
- Policy round tables and academic workshops
- The annual Nonprofit Case Challenge
- Working with MPA/MPP Program Administrators on the Bay Area Policy Forum
- Working with other LA-area policy schools for the RAND Policy Forum
- Working with the International City/County Management Association at USC (ICMA@USC) on the Local Government Case Challenges
- Price Perspectives

This individual is highly encouraged around 5-10 hours a week to dedicate to GPAC-related business, be able to oversee the management and execution of a number of projects simultaneously, and maintain a positive and supportive attitude for committee members.

Social Chair (2)

This position is responsible for executing major GPAC student events and serving as the social ambassador for the organization. This individual should aim for the inclusion of all MPA, MPP, MNLM, IPPAM, and MSPPDS students in social events, understanding that the strength of the Trojan/Price Family is in building lasting connections. As necessary, this individual shall form ad-hoc subcommittees to help plan and execute additional events.

Responsibilities include:

- Oversee Social Committee and recruit and maintain its members
- Ensure a successful tailgate season and working with Alumni Relations and Professional Development Chair to encourage alumni attendance
- Serve on the organizing teams for Price Prom, the annual Spring trip, and Spring Banquet
- Organize additional social and networking events (ie. happy hours, hikes, athletic events, etc.) with a focus on diversifying the opportunities for students to build relationships

These individuals are highly encouraged to around 5-10 hours a week to dedicate to GPAC-related business, be able to oversee the management and execution of a number of projects simultaneously, and maintain a positive and supportive attitude for committee members. Please note that the bulk of activity takes place in the fall and requires advance planning during the summer for successful execution.

Diversity, Equity, and Inclusion Chair

The diversity, equity, and inclusion chair serves as our ambassador to the greater USC school and neighborhood community to promote an engaged cultural community within Price. The goal of the DEI chair is to identify work that promotes diversity, equity, and/or inclusiveness at USC and around the community. This position



will serve to ensure accountability for the Price community, including within GPAC and other Price student organizations.

Responsibilities include:

- Create, collaborate, and promote programs supporting any aspects within DEI
- Co-plan with GPAC's Vice President to plan a high impact day of service for the Price students to engage with the surrounding USC / LA community
- Highlight existing programs and activities regarding cultural diversity
- Work alongside Price DEI staff

This individual is highly encouraged to have around 5 hours a week to dedicate to GPAC-related business, be able to oversee the management and execution of a number of projects simultaneously, and also maintain a positive and supportive attitude for committee members.

Online MPA Chair

This position is responsible for voicing the needs and interests of the online MPA community. This individual should aim to offer ways to incorporate the online MPA community into events, initiatives, and outreach. The intent of this position is to better integrate the online MPA students into USC Price student life and offer opportunities for students to interact.

Responsibilities include:

- Oversee online MPA committee
- Co-plan at least one on-campus tailgate with the Social Chair
- Serve on the organizing teams for Price Prom, the annual Spring trip, and Spring Banquet, if the online MPA community shows significant interest in attending these events
- Provide suggestions and feedback on integrating the online MPA community into GPAC events and programming

This individual is highly encouraged to have around 5 hours a week to dedicate to GPAC-related business, be able to attend at least one on-campus GPAC Executive Board meeting, and call into the remainder of the meetings; and also maintain a positive and supportive attitude for committee members.

Sacramento Campus Chair

This position is responsible for voicing the needs and interests of the student community at the USC Price School of Public Policy in Sacramento. This individual should aim to offer ways that strengthen relationships among Price students (i.e. Sacramento campus, Los Angeles campus, and online MPA community) by promoting events, initiatives, and outreach. The primary intent of this position is to better integrate the



Sacramento MPA students with the main campus and community in Los Angeles, to promote networking opportunities, and to leverage collective resources.

Responsibilities include:

- Strengthen connections within Price Sacramento campus and with the broader Price community
- Enhance communications between the three Price student communities (Sacramento, Los Angeles, and online)
- Provide suggestions and feedback for greater cross-networking within the Price communities
 - Possibilities may include:
 - Promoting Price Sacramento students to attend a USC football game/tailgate
 - Co-organizing a group trip for Price students to visit Northern California students
- Oversee Price Sacramento committee, if any
- Write periodic updates for GPAC newsletter regarding Price Sacramento
- Serve as Price Sacramento student point of contact for faculty, program administrators, and staff
- Work with Price Office of Career Services to leverage resources and to promote opportunities for Price Sacramento students

This individual is highly encouraged to have around 5 hours a week to dedicate to GPAC-related business; to attend a portion of the leadership retreat (virtually or physically); to attend GPAC Executive Board meetings (virtually or physically); and to maintain a positive and supportive attitude toward committee members.

GPAC GSG Senator (Ex Officio)

GPAC's Graduate Student Government (GSG) Senator is elected in the Spring and is one of two senators dedicated to the Price School. The GSG Senator serves as the primary liaison between the Graduate Student Government and GPAC. This position shall help expand and strengthen GPAC's presence in GSG and the broader USC graduate student community. This individual is highly encouraged to proactively participate in GPAC-related business.

Responsibilities include:

- Attend monthly GSG Senate meetings. *(Must be available to attend on the dates/times as designated by GSG).* One Senate meeting per semester is held at USC's Health Science Campus
- Participate in at least one GSG Committee, preferably the finance committee
- Serve as the primary GPAC voting member for GSG
- Attend GSG events and functions
- Assist with the planning and execution of GPAC-related activities
- Forward key information to the communications officer to put in the GPAC newsletter
- Email all information from monthly GSG Senate Meetings to Executive Board
- Assist student organizations under the GPAC umbrella with developing contacts in GSG



- Being responsive to email and phone communications with the Executive Board and committee members to ensure timely submission of budget requests

Appendix B Committees

The GPAC committee structure is comprised of six committees and four sub-committees, each with its own objectives and responsibilities.

Communications Committee

This committee is overseen by the Executive Officer and is responsible for producing all GPAC-related announcements and working with Executive Board members on their external communications needs. Close work with the Executive Officer is needed to coordinate inclusion of all GPAC-related announcements onto the bulletin board in the RGL Lounge.

Responsibilities include but are not limited to:

- Create event flyers and invitations
- Update the GPAC Board in the RGL Lounge
- Advertise GPAC events
- Ensure updated GPAC Website, Twitter, and Instagram.

Finance Committee

This position is responsible for helping Finance Officer manage the financial resources available to GPAC.

Responsibilities include:

- Help develop GPAC's annual budget
- Assist in keeping the GPAC budget constantly updated on excel and give updates to Finance Officer
- Help Finance Officer submit budget proposal requests
- Attend the GSG Finance meetings when Finance Officer is unavailable
- Work with committees to move along their funding requests and retrieval of internal requisitions and purchase orders

Alumni Relations and Professional Development Committee

This committee is responsible for enhancing opportunities for students to prepare themselves professionally. Committee members identify opportunities for students in the public, non-profit and private sectors. Events that the committee has organized in the past include:

Responsibilities include:



- Seeking awareness and representing the professional interests and needs of students
- Collaborating with the USC Price Office of Career Services on events
- Coordinating events. Events that the committee has organized in the past include: Monthly Leadership Speakers Series in Nonprofit, Federal Government, and Private sectors, Alumni Panel, Mock Interview, Professional associations networking event, Excel Workshop, Public Speaking Workshop, Networking Workshop, PowerPoint Workshop.

Education, Environment/Urban Planning, International Development, and Social Justice Programming Sub-Committees

This committee's primary responsibility is to bring together students from the MPA, MPP, MNLM, IPPAM, and MSPPDS programs around specialty issues. The committee shall organize events that give students opportunities to deepen their knowledge, explore fields, and meet practitioners that focus on the specialty of that committee.

Responsibilities include:

- Represent MPA, MPP, MNLM, IPPAM, and MSPPDS student interests to the Programming Chair and Executive Board, and Price School faculty and administration focused on the specialty of that committee
- Coordinate events that enrich students' knowledge of the specialty, which could include: traffic jam dinner with a practitioner, visit a site or office focused on that area, attend a conference as a group, volunteer/participate in a service project together

Social Committee

This committee seeks to enhance the overall social experience for all MPA, MPP, MNLM, IPPAM, and MSPPDS students. Committee members work to identify various social development opportunities and aims to create diverse social activities that cater to all students.

Responsibilities include:

- Coordinating events that foster a positive and strong Price and Trojan Family for MPA, MPP, MNLM, IPPAM and MSPPDS students
- Coordinating events. Events that the committee has organized in the past include: Price Prom; Tailgates during the football season (fall semester), including shopping, setup, cooking, takedown and cleanup; Annual Price School Spring trip; Happy hours; Hikes; Museum Field trips; New students event, and assist President and Vice President with Spring Banquet

Online MPA Committee

This committee is responsible for serving the online MPA community. This committee will work on ways to incorporate the online MPA community into events, initiatives, and outreach.



Responsibilities include:

- Assist in planning at least one on-campus tailgate with the Social Committee
- Serve on the organizing teams for Price Prom, the annual Spring trip, and Spring Banquet, if the online MPA community shows significant interest in attending these events
- Provide suggestions and feedback to the Committee Chair on integrating the online MPA community into GPAC events and programming