



Trachtenberg Student Organization

Election Packet

For the election of the 2019 TSO Board

Table of Contents

Election Specifics.....	3
Position Type.....	4
Executive Board Position Descriptions	5
President.....	6
Vice President.....	7
Treasurers.....	8
External Relations Chair.....	9
General Board Position Descriptions.....	10
Diversity Equity and Inclusion Chair.....	11
New Student Liaisons.....	12
Professional Development Chair.....	13
Social Chairs.....	14
Volunteer Chair.....	15
PhD Liaison.....	16
TSO Representative Position Description	17

Election Specifics

Declare Candidacy:

- Send email to tspppastudentorg@gmail.com with:
 - Headshot
 - Year & Program
 - Statement indicating which other positions you would consider if you did not get your first choice.
 - Less than 150 word bio on why you are the best suited candidate
- Deadline to declare
 - Friday, November 16th by 11:59pm.
- Deadline to switch positions after declaration (as required by the Constitution)
 - Sunday, November 18th by 12:00 noon.

Eligibility: To be eligible for election, a candidate must be a duly registered MPP, or MPA, or MA-ENRP student in the Trachtenberg School of Public Policy and Public Administration and a current member of the TSO, In other words, must have paid one-time membership fee. A candidate for office **must** intend to remain a student and member for their full term of office.

Campaign Guidelines:

- The candidates shall be elected by secret ballot, and the person receiving the plurality of votes for any office shall be elected;
- Candidates may not use the TSO logo for campaigning purposes;
- Candidates must **receive direct permission** from the relevant professor to campaign in a classroom session;
- There are no other restrictions on the time or place of campaigning efforts.

Voting Window: Voting will go live on Monday, November 19th at 12:00am and close on Sunday, November 25th at 11:59pm

Vacancies: “In the event that no eligible student is elected for a constitutionally required position within the standard electoral or appointment procedures as set forth in this Constitution either for an Executive Officer position on the Executive Board of the TSO or for an officer position on the General TSO Board, then a willing and eligible student shall be appointed to that vacant position by a majority vote of the TSO Board.”

Article II, Section 202 (h)

Notification:

- Candidates will be notified of election results on Friday, November 30th.
- Winners will be announced at the annual Trachtenberg School Holiday Party on Friday, December 7th.

Position Type

The structure of the board requires equal representation of each of the Trachtenberg School degree programs for some positions and at-large votes for other positions.

At-Large Positions: These positions shall be filled by a student of any degree program and will be voted on by all Trachtenberg students, MPP, MPA, and MA ENRP. The At-Large positions are as follows:

- (1) President
- (1) Vice President
- (2) Treasurers
- (1) External Relations Chair
- (1) Professional Development Chair
- (2) Social Chairs
- (1) Volunteer Chair

Program-specific Positions: These positions shall be filled by one student in each of the three Trachtenberg degree programs and will be voted on by only the Trachtenberg students in the respective degree program. For example, only MPP students can elect the MPP chair to the DEI Committee, and only MA ENRP students can elect the MA ENRP chair to the New Student Liaison Committee. The Program-specific Positions are as follows:

Diversity, Equity, and Inclusion Committee:

- (1) MPP Diversity, Equity, and Inclusion Chair
- (1) MPA Diversity, Equity, and Inclusion Chair
- (1) MA ENRP Diversity, Equity, and Inclusion Chair

New Student Liaison Committee:

- (1) MPP New Student Liaison
- (1) MPA New Student Liaison
- (1) MA ENRP New Student Liaison

Total number of positions open for election: 16



Executive Board

TSO President

(One student voted at-large)

Weekly Time Commitment: Between 3-5 hours a week. Some weeks require little to no time commitment while other weeks are more demanding. It depends on whether there are TSO events or bi-monthly meetings scheduled.

This position would be good for you if: You would like management experience, you are detail oriented and organized. You are comfortable with public speaking and leading meetings. You are interested in elevating and representing the Trachtenberg School to the greater GW community. Also if you want to establish a strong relationship with TSPPPA administration like Director Kathy Newcomer.

Position Description:

- Chief Executive Officer of TSO;
- Set dates for, prepare agenda for, & preside over bi-monthly board meetings;
- Ensure all requirements set forth by the Center for Student Engagement are met;
- Meet regularly with the Director of the TSPPPA;
- Serve as liaison to TSPPPA Advisory Board/GW Student Association/GW at-large; and
- Organize and facilitate transition meeting along with creating transition plan.

Annual Project/Initiatives:

- The President is not solely responsible for planning any single event but is responsible for supporting the execution of events planned by the chairs.
- Promote TSO at TSPPPA events such as Accepted Students Day, Fall/Spring Orientation, Prospective Student Information Sessions, Advisory Board Meetings, etc.
- The President has power to bring forward initiatives they believe will positively affect the TSPPPA community at their discretion.
- Faculty Lecture Series

Projects/Initiatives to consider:

- Fundraising opportunities for TSO/Sponsorships
- Meeting with GW President/Provost/GW Student Association to advocate on behalf of TSPPPA
- Determine potential posting guidelines for the Tbergers Facebook page

Email Questions to:

- Jolito Rivera: jjriver2@gwu.edu
- Rachel Shank: rshank@gwu.edu

Vice President

(One student voted at-large)

Weekly Time Commitment: 2 hours, though this varies with the week

This position would be good for you if:

- You are more interested in providing support to other members than planning programming
- You are interested in working behind the scenes to ensure that meetings and events are planned
- You have experience taking meeting minutes and have some understanding of constitutional language

Position Description:

- Assume responsibility of the President when they are indisposed;
- Ensure all “behind the scenes” work is completed quickly and efficiently. This includes managing the TSO website, taking and distributing minutes for all TSO Board meetings, and reserving rooms for on-campus events and programming.
- Provide support as needed to both the President and Treasurer in policy, administrative, and financial matters.
- Administer fair and impartial TSO elections in November.
- Create transition plan

Annual Projects/Events (if applicable)

- While the Vice President does not plan any events generally, they are expected to be available to support and attend events put on by other Board members
- Administering the TSO elections for the following year

Projects to consider

- Ensuring that any relevant TSO constitutional changes are considered and ready to discuss/vote on.

Email Questions to:

- Cherie Bennett: cnbennett@gwu.edu
- Thomas Waldrop: thomas.a.waldrop@gmail.com

Treasurer

(Two students voted at-large)

Weekly Time Commitment: about 1.5 to 3 hours a week. It depends on the week but most of your time will be dedicated working with chairs to get their programs funded.

This position would be good for you if:

- You like organizational operations and logistics- the Treasurer does a lot of behind the scenes work.
- You are ready to take on the task of overseeing a major budget transition from annual budget allocations to umbrella allocations.
- You are interested in budgeting and fiscal planning.
- You like the idea of maintaining a professional relationship with the Center for Student Engagement. Meeting in person occasionally and sending several emails a week.

Position Description:

- Responsible for the proper maintenance of all financial accounts of the TSO
- Make all disbursements necessary for the prompt payment of the obligations of the TSO for which funds have been appropriated by the Executive Board
- Responsible for reporting funds from the GW SA, auditing and reconciling all the TSO accounts, and acting as a liaison to the SA Finance Committee and Vice President of Financial Affairs along with the TSO President
- The Treasurer shall prepare an operating budget for the TSO for the fiscal year for approval by the Executive Board and for submission to the GW SA
- Submit financial requests on behalf of chairs to the SA, as well as to review them for consistency and appropriateness in accordance with GW SA procedures
- Create budget allocation plan
- Create transition plan.

Projects to consider

- A fundraising event to help raise funds for the TSO.
- The main project for this position is making sure the budget for FY20 gets submitted on time. The appeal process takes some time and you will have to rewrite the budget and submit to the SA.

Email Questions to:

- Kazi Hassan: khassan@gwu.edu
- Dale Abraham: dabraham12@gwu.edu

External Relations Chair

(One student voted at-large)

Weekly Time Commitment: 2-3 hours per week

This position would be good for you if: You are interested in social media and marketing. If you are interested in promoting the “brand” of TSO and if you are interested in meeting people at other dc-area policy schools and collaborating on networking opportunities.

Position Description

- Provide support to President and Vice President as necessary;
- Maintain TSO social media accounts including Facebook group and Page, Twitter, and LinkedIn group;
- Maintain TSO Website, update pages as necessary with support of Board;
- Coordinate with Executive to send out consistent emails to TSO Membership;
- The External Relations Chair (formerly GPAC) is responsible for serving as a sitting member of the Graduate Public Affairs Council (GPAC) for The George Washington University and attending GPAC meetings;
 - GPAC includes American, GW, Georgetown, and UMD policy programs.
- Create a transition plan

Events Organized in the past by GPAC:

- Back to school happy hour
- Kickball game with American University

Projects to consider

- This is the inauguration of this position. You would spearhead the responsibilities and expectations of the position.
- TBergers Group posting guidelines.
- Consistent messaging from the TSO “like” page (woke Wednesday, flashback Friday, etc.) and regular emails.

Email Questions to:

- Andrew Miller: andrewmiller@gwu.edu
- Rachel Shank: rshank@gwu.edu



General TSO Board

TSO D/E/I Chairs

(Three students: one MPP, one MPA, and one MA-ENRP)

Weekly Time Commitment: About 1.5-3 hours a week

This position would be good for you if: You are passionate about issues surrounding diversity, equity, and inclusion and you can or would like to better communicate these topics in public spaces.

Position Description:

- Ensure that viewpoints and concerns of minority students (students of color, LGBTQ+, students, disabled students, etc.) are taken into account and valued at Trachtenberg. The DEI chairs host monthly programming that is educational and engaging with the goal of expanding students' engagement with topics of diversity and inclusion. The programming includes, but is not limited to, documentary screenings, diversity and inclusion trainings, and guest speakers.
- Serve as the official TSO voice on the TSPPPA DEI Committee which meets monthly.
- Address financial insecurities by comping of tickets to social events, such as TSO retreat and social and networking events, for students that are unable to afford these tickets. In addition, The DEI chairs work with GAs to purchase additional books, update, and maintain the selection of TSO bookshare, particularly textbooks for the Trachtenberg School's core curriculum classes.
- Engage with Trachtenberg community via social media (official Facebook page) by posting thought-provoking articles etc that touch on DEI issues.
- Create transition plan.

Annual Project/Initiatives:

- Museum Visits
- Podcast discussions: "Real Talks"
- Potlucks (ie cultural potluck or friendsgiving)
- Documentary screenings
- Woke Wednesday -- social media campaign.

Projects/Initiatives to consider:

- Work with Policy Perspectives Wonk Cast to host DEI segment
- Work with DEI committee to identify revenue source for student metrocards
- Make a DEI Twitter page to further engage with students

Email Questions to:

- Isabella Higgins (MPP) ihiggins@gwu.edu
- Reetchel Presume (MPA) rpresume@gwu.edu

New Student Liaison Chairs

(Three students: one MPP, one MPA, and one MA ENRP)

Weekly Time Commitment: Variable. During weeks leading up to NSL large events (orientation, retreat): 3-8 hours. During off weeks: 0-2 hours.

This position would be good for you if: You are passionate about your program, excited about mentoring and connecting with new students, and interested in taking on a major event-planning experience.

Position Description

- In coordination with TSPPPA staff, NSL's welcome new and admitted students, coordinate TSO participation in Accepted Student Days and Orientation, and plan and execute a student/faculty retreat in the fall.
- NSL chairs work to ensure that new students are engaged in Trachtenberg community.
- Create transition plan.

Annual Project/Initiatives:

- Help with Admitted Students Day in March
- Plan and facilitate Day 2 of TSPPPA New Student Orientation in August
- Plan and facilitate New Student Fall Retreat in September
- Coordinate mentorship program (Fresh Fries and T Bergers) in August/September
- Coordinate with other chairs to make sure admitted students hearing about new events

Projects/Initiatives to consider:

- Develop a more structured mentorship program
- Making Fall Retreat even better!
- Organize Programming for international students
- Planning a week's worth of programming for "welcome to Trachtenberg"
- Get to know TSPPPA Faculty happy hour or event

Email Questions to:

- Samantha Hamernick: slhamernick@gwu.edu
- Elizabeth Sherwood: esherwood@gwu.edu
- Anna Beth Smith: anna.beth.smith13@gmail.com

Professional Development Chair

(One student voted at-large)

Weekly Time Commitment: 0-2 hours a week. Varies depending on whether an event is upcoming.

This position would be good for you if are interested in:

- Event planning
- Networking
- Alumni relations
- Creative ways to engage students in professional fields

Position Description:

- The Professional Development Committee Chairs shall work together and in coordination with TSPPPA staff to determine what programming is needed to augment the student body's professional development opportunities and work to deliver such programming.
- Create transition plan

Annual Projects/Events:

- Summer NASPAA Happy Hour with Public Administration schools (inviting students who are in DC for summer internships)

Events Organized in the past:

- Headshots on the Mall/Capitol
- Hill Happy Hour
- Alumni Networking
- D.C. MPA/MPP Schools Networking
- Tbergers and Freshman Fries (aka Mentor/Mentee) Happy Hour
- Mock Interviews
- Panels

Projects to consider:

- Events are very flexible so you can gauge the interests of the students and provide unique professional development programming

Email Questions to:

- Joy Durkin: joydurkin@gwu.edu
- Mariah Brown: mariahbrown@gwu.ed

Social Chairs

(Two students voted at-large)

Weekly Time Commitment: About 2-3 hours a week.

This position would be good for you if: You are passionate about establishing an environment that reminds students that we're not just here for professional reasons - but to meet and connect with our peers as well.

Position Description (see constitution for specifics)

- Social Chairs coordinate and plan social gatherings to ensure students have fun activities as an outlet from their academic and career stresses
- Social Chairs often partner with other committee to plan events such as happy hours, trivia nights, and more
- Social chairs provide a bridge between first- and second-year students, who may not typically engage with one another in classroom settings
- Social Chairs publish event information on the TBergers Facebook page, and coordinate with Vice President to ensure that those without Facebook are made aware of events via the Trachtenberg times
- Create transition plan

Annual Project/Initiatives:

- Two large annual events, one per semester: Fall Ball and Spring Soiree
 - Select a date each semester that typically is post-midterms, pre-finals
 - Reach out to *accessible* venues that are able to host between 100 and 200 guests comfortably, and can offer food and drinks at reasonable prices
 - Sell tickets in advance, manage the Eventbrite page for the events
- Other smaller-scale events: happy hours, trivia nights, study halls, potlucks, rock climbing hikes - get creative and try to mix up events!

Projects/Initiatives to consider:

- Establish a social committee, for those who don't have time commitments for the board but want to volunteer and help
- Social chair events tend to be popular, but can cost money. Help incentivize attendance for fellow board members' events by offering free admission to one of the big events (but don't get carried away!
- Plan consistent Happy Hours
- Plan events that don't include alcohol but are still fun
- Plan events for our peers who have families

Email Questions to:

- Samantha Sears: samantharoxanne@gwu.edu
- Anthony Cespedes: acespedes@gwu.edu

Volunteer Chair

(One student voted at-large)

Weekly Time Commitment: About 1.5-3 hours a week. This position commitment varies depending on planned events.

This position would be good for you:

- *Professionally:* if you are interested in nonprofit management, fundraising, grants management, external relationships, planning events, and organizing donation programs. You liExample for Volunteer: if you are interested in nonprofit management, planning events, organizing donation programs
- *Personally:* if you enjoy interacting with large group of people, feel happiness by helping people on need, and providing happiness and joy to the people that needed the most.

Position Description

- Work in coordination with TSPPPA staff to create opportunities for TSPPPA students to participate in volunteer activities.
- Create transition plan

Annual Projects/Events

- During 2017, a 5K was organized to raise funds for veterans. This is not an annual event but we received a lot of support from the TSPPPA community. An event like this can be organized and funds can be distributed to a non-profit elected by the TSO Board.

Events Organized in the past

- #hashtag lunch: This event is perform twice a year to make sandwiches to distribute to homeless people across the DMV area.
- Martha's Table and Miriam's Kitchen: Volunteer with them on a quarterly basis, if possible.
- Students volunteer activities posted via Volunteer Coordinator: Some students are involved in non-profits and reach out to volunteer coordinators to publish their activities.
- Women's Clothes Drive and Sandwich Preparation: We meet during Spring semester to make sandwiches and positive messages to distribute to one homeless shelter, Mission DC. As well, we recollected clothes to donate to YWCA.

Projects to consider

- Database of nonprofit organizations to volunteer to provide to students at the beginning of each year.
- Solidify an annual volunteer event by which TSO is known.

Email Questions to:

- Yuliam Pedraza Acevedo: yuliampedraza@gwu.edu
- Briana Taylor: btaylor5@gwu.edu

PhD Liaison

(One PhD student voted by PhD students)

Monthly Time Commitment: About 2-3 hours.

This position would be good for you if:

- You are interested in the goings-on of the Trachtenberg School
- You want to represent and advocate for the perspective of the PhD program to the TSO

Position Description

- The PhD student liaison shall provide a Ph.D. perspective on various TSO activities and events;
- Seek ways to further engage Ph.D. students in such activities;
- Attend monthly meetings and offer feedback to TSO Board;
- Create a transition plan.

Projects to consider

- Bridge the gap between Masters and PhD students.

Emails Questions to:

- Rachel Shank rshank@gwu.edu

TSO Representative*

(Up to 10 students appointed by TSO Board)

Average Time Commitment: A few hours a month. Varies by event.

This position would be good for you if:

- You don't have consistent hours each week to dedicate to an elected TSO position, but you are still interested in participating in the planning and execution of events.
- You aren't interested in attending meetings.
- You are interested in one particular TSO event and you would like to help solely with that event.

Position Description

- This is a new position, so you would largely be shaping the role and responsibility of being a representative.
- Intended to allow students who have full schedules and for incoming students to participate in planning and executing events.
- Provide support to TSO chairs as needed.

Projects to consider

- Assisting in planning large events such as Orientation, Fall Retreat, Fall Ball and Spring Soiree, and a volunteer event.

****This position will not be on the ballot***