

G-Force Officer Descriptions

President:

- 1) Will represent G-Force in the university and community, and speak on behalf of the group to media and at public forums.
- 2) Act as the contact person for the organization
- 3) Preside over all meetings of the organization
- 4) Will approve all expenses
- 5) Aid in budget drafting

Vice President

- 1) Perform all duties of the President in the absence of the President
- 2) Concentrate his/her efforts on recruiting reliable, enthusiastic members

Technology Specialist (2)

- 1) Responsible for creating and maintaining G-Force webpage on GOCenter.info site
- 2) Work with Region X and XI Coordinators to ensure page consistency
- 3) Attend area trainings related to G-Force website
- 4) Inform regional coordinators of modifications to webpage
- 5) Will serve as official photographer at all G-Force functions

Secretary/Resource Specialist

- 1) Maintain careful and complete records of the proceedings of all meetings
- 2) Take responsibility for recording and distributing the minutes of all meetings
- 3) Keep a steady eye on the calendar of events and remind other members of the agenda through email
- 4) Maintain records on G-Force activities and GO center use; submit this information on a regular basis to the Regional Coordinators

Event Specialist

- 1) Coordinate G-Force team efforts as they relate to special events and outreach
 - a. **1 high school event** (college night, finaid workshop)
- 2) Serve as main point of contact for special events
- 3) Collect and distribute information to the Regional Coordinators and G-Force team regarding community events for outreach purposes
- 4) Oversee coordination of special events sponsored by the UNT Health Science Center G-Force team
 - a. **1 UNTHSC sponsored event** at high school (collaborate with other UNT-HSC organizations)

Leadership Specialist

- 1) Serve as **liaison between high school and college G-Force members**
- 2) Participate in specialized train-the-trainer sessions with Regional Coordinators and leaders from other G-Force teams in the area
- 3) **Assist with training** of home G-Force members at both the high school and college level