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 calender 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