

Professional Relationship Between Liaison and Student Organization

The Graduate Medical Sciences (GMS) office will provide a staff or faculty member to act as a liaison to facilitate events and planning by GMS graduate student organizations.

Responsibilities of the Liaison

The main responsibilities of the liaison are to provide administrative support, empower and advise to approved student organizations sponsored by the central GMS Office. Administrative support includes, but is not limited to, the following:

- **Advising**
Schedule advising meetings with student organization as needed.
Available by phone or email to answer any questions that arise.
Provide support in keeping track of expenditures, if needed, and/or assist in overseeing the organization's budget.
- **Events/Meetings**
Approve event/meeting requests by way of submissions from the Student Organization Event Request Form on the Student Life webpage.
Submit room reservations for events/meetings by way of 25Live.
- **GMS Advisory Board**
Attend the GMS Advisory Board meetings alongside a representative from the student organization they are liaison to.
- **Purchasing**
Use their BU card to purchase any necessary food/supplies for events/meetings.

Responsibilities of the Student Organization

Student organizations are to be open to working alongside their designated liaison to accomplish their goals. This includes, but is not limited to, the following:

- **Advising**
Willing to working collaboratively with their liaison.
Contact their liaison with any questions they may have; (including questions regarding tracking expenditures, although management of the organization's budget ultimately lies with the officers).
- **Events/Meetings**
Submit event/meeting requests, as well as room reservation requests, at least 2 weeks in advance.
- **GMS Advisory Board**

- Provide 1 representative (must be an officer) to attend the meetings alongside their liaison.
- Actively participate; whether that is providing student feedback, disseminating important update information to their organization's other officers/members; share volunteer opportunities with their organization.
- **Purchasing/Work with Vendors**
 - Inform your liaison of your organization's purchasing needs for events/meetings as far in advance as possible.
 - Allow your liaison to do purchasing on their BU card. The student organizations and their members are not to make purchases.
 - Student organizations are not allowed to work directly with vendors. They should do the necessary research and then have their liaison work with the vendor on their behalf.