GPSC Executive Board
IT and Communications Handbook
2011-2012

General Rules

1. All GPSC Executive Board officers shall provide updated contact information (Duke NetID, e-mail addresses, phone numbers, etc).

2. All GPSC Executive Board officers shall response e-mails from student body or other officers within 48 hours. If you receive GPSC-related e-mails that are not relevant to your position, please forward to related officers or gpscexec@duke.edu.

3. All GPSC Executive Board officers have access to GPSC SECURE site, which contains confidential or limited-access documents. Officers shall not share any of these documents with non-Board members. Visit here and log in with your NetID to access the site: http://gpsc.duke.edu/secure

4. In order to set up admin roles, please log in GPSC website at least once. Visit https://gpsc.duke.edu/, click FORUMS from navigation bar and log in with your NetID and password. You do not need to do anything after login.

5. If you have any IT or communications related questions, please e-mail me, Yang Yang, anytime at gpsc-cc@duke.edu orjessey@gmail.com. The incoming GPSC Communications Coordinator (CC) can find transition documents regarding CC duties here: https://gpsc.duke.edu/secure/transition-document/communications-coordinator/

6. You can find an online version of GPSC By-laws here: http://gpsc.duke.edu/business/by-laws/

I. Mailing List

There are two types of duties: 1) “subscribe to”; 2)“manage”

1. If you subscribe to a list, all e-mails going to that address will be forwarded to your own e-mail. To response, simply reply to the original sender of the e-mail. No maintenance work is required.
   *If you subscribe to gpsc@duke.edu, please always cc this address when replying. Therefore, other related officers can know the statues.

2. If you are responsible to manage a list, visit http://lists.duke.edu and log in with your NetID. Basically, you need to add/delete subscribers accordingly.
All executive board officers shall subscribe to gpscexec@duke.edu, which is for in-Board communications.

All officers who subscribe to position-specified lists shall use those e-mail addresses as the major contacts for GPSC-related work. (For example, GPSC UAC shall use gpscuac@duke.edu when communicating with NAGPS.) Otherwise, officers shall update the contact information with incoming officers during transition.

**Officer Duties:**

President: subscribe to gpscres@duke.edu, gpsc@duke.edu
Vice President: subscribe to gpsc@duke.edu
Treasurer: subscribe to gpscfinance@duke.edu
Secretary: manage gpscreps@duke.edu (*subscribes should be current GA reps*); subscribe to gpsc@duke.edu
Academic Officer:
Attorney General:
University Affairs Coordinator: subscribe to gpscuac@duke.edu
Student Life Co-chair: (use gpscstudentlife@gmail.com)
Student Group Liaison: manage gradleaders@duke.edu (*subscribers should be current GPSC affiliated student group leaders and/or treasures*)
Community Outreach Coordinator: manage gpsc-cs@duke.edu
Career Development Chair:
Communications Coordinator: subscribe to gpscc@duke.edu, gpsc@duke.edu;
manage gpsc-bot@duke.edu, gpsc-news@duke.edu, gpscexec@duke.edu

**II. Website: gpsc.duke.edu**

The GPSC website is mainly maintained by GPSC CC. And, every officer is responsible for the contents of related pages on the website.

GPSC President, VP, Secretary and CC will hold long-term admin access to the website and maintain the pages. Other officers, when you want to update you pages, please

1) If the updates are clear and straightforward, email gpscc@duke.edu and CC can update for you.

2) If the updates are complicated and need complicated editing, CC will setup admin access to the website for the officer.

To edit certain page,

1) please visit https://gpsc.duke.edu/wp-admin/. Log in with your NetID and password. You should see the picture below. This means you have admin access to the website and can edit any pages. If you don’t see this, please contact CC.
2) Type the URL of the page you want to edit in your browser, e.g., https://gpsc.duke.edu/student-groups/. You will see:

3) Click “edit” link beside the title, which will lead you to the editing page.

4) You can just edit it like using Word or you can use simple HTML code. Don’t forget to click update after finish. Please only edit the pages related to your position and keep other pages intact.
**Officer Duties:**

President: overall Administrator

Vice President:
- GA [https://gpsc.duke.edu/business/general-assembly/](https://gpsc.duke.edu/business/general-assembly/)

Treasurer:
- Budget [https://gpsc.duke.edu/business/budget/](https://gpsc.duke.edu/business/budget/)
- Finance Cmte. [https://gpsc.duke.edu/business/internal-committees/finance/](https://gpsc.duke.edu/business/internal-committees/finance/)
- Group Funding [https://gpsc.duke.edu/student-groups/student-group-funding/](https://gpsc.duke.edu/student-groups/student-group-funding/)

Secretary:
- GA [https://gpsc.duke.edu/business/general-assembly/](https://gpsc.duke.edu/business/general-assembly/)
- Minutes [http://gpsc.duke.edu/business/general-assembly/ga-meeting-minutes/](http://gpsc.duke.edu/business/general-assembly/ga-meeting-minutes/)
- Exec Minutes [https://gpsc.duke.edu/secure/exec-board-minutes/](https://gpsc.duke.edu/secure/exec-board-minutes/)

Academic Officer

Attorney General

University Affairs Coordinator
- UAC [http://gpsc.duke.edu/committees/university-committees/](http://gpsc.duke.edu/committees/university-committees/)
- NAGPS [http://gpsc.duke.edu/committees/nagps/](http://gpsc.duke.edu/committees/nagps/)

Student Life Co-chair

Student Group Liaison
- Student Group (and subpages) [https://gpsc.duke.edu/student-groups/](https://gpsc.duke.edu/student-groups/)

Community Outreach Coordinator

Career Development Chair
III. GPSCNews:

Submit a news:
When you want to make an announcement or advertise an event in GPSCNews, please follow the steps on this webpage: 
http://gpsc.duke.edu/student-groups/advertising-with-gpsc/
The submission deadline for GPSC executive board members is noon on Saturday preceding the Monday.

Approve a GPSCNews letter:
GPSC CC will forward the draft of GPSCNews to gpscexec@duke.edu for approval. Only shall the GPSC President approve it. Other officers may review related items or make last minute change. Please email GPSC CC right after receiving the draft for any changes or corrections. GPSCNews is always sent on Monday mornings.

Request a GPSCNewsFlash
If you want to make a really important or prompt announcement, you can request to send out a GPSCNewsFlash. GPSCNewFlash can be sent out any time, but no more than once a month. GPSC President shall approve it.

IV. GPSC Facebook Page: www.facebook.com/dukegpsc

President and CC are administrators of GPSC Facebook page. If you want to make a post, please e-mail gpsc-cc@duke.edu.

V. Survey Tool: http://duke.qualtrics.com/


It is straightforward to edit a survey and generate a URL.

For support information, please visit
http://oit.duke.edu/vvw/web_multimedia/web/survey/qualtrics.php

(Yang Yang, Last update: January 30, 2011)