The Multicultural Psychology Association of California State University, Northridge

Job Description

I. Position Title: Banquet Director

II. Responsible to: MPA President & Internal Vice-President

III. Position Description: To direct, supervise, and help arrange all activities for the annual banquet of the association, to be held in the spring semester following elections (MPA Constitution Article III, Sec.4.11.0).

IV. Duties and Responsibilities:

1. Prepare/order certificates and/or awards to be given out during the banquet.

2. Plan the program for the banquet and get the E-Board’s approval.

3. Plan banquet location and catering/food arrangements.

4. Be present at MPA meetings, activities, and events.

5. If unable to attend an MPA meeting, activity, or event, it is your responsibility to inform the President, External Vice-President, or the Internal Vice-President of your absence ahead of time.

6. Responsible for keeping in touch with all of the E-Board Members.

7. Other duties are assigned.

V. Qualifications:

MPA Constitution Article III, Sec. 2 states:

In order to qualify for and hold office in the association, an individual must:

1. Be in good academic standing (GPA of 2.0 every semester);

2. Acquire knowledge and a thorough understanding of the constitution, and standing rules of the association;

3. Be willing to perform those duties as stated in this constitution for the position sought.
VI. **Term of Office:**

MPA Constitution Article III, Sec. 3 states:

Each officer shall hold office for a term of one year, to begin May, and shall hold office until a successor is elected and qualified; or until the officer resigns, is removed, or is otherwise disqualified.