The Multicultural Psychology Association of California State University, Northridge

Job Description

I. Position Title: Community Service Director

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

III. Position Description: To coordinate and direct activities of the association to the community (MPA Constitution Article III, Sec.4.12.0).

IV. Duties and Responsibilities:

1. To enhance the memberships’ perspectives on the vital needs of the surrounding community (MPA Constitution Article III, Sec.4.12.1).

2. To arrange community services for MPA members (ex. AIDS Walk, Red Cross, Homeless Shelters, Mentor Org., etc.).

3. Obtain and inform all members about volunteer and internship opportunities. (Volunteer and internship opportunities may be obtained from the Psychology Department Office and the Matador Involvement Center located in the USU).

4. Notify the appropriate E-Board member to help advertise events.

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

6. 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.

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

8. 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.