

The Multicultural Psychology Association of California State University, Northridge

Job Description

- I. **Position Title:** **Internal Vice-President**
- II. **Responsible to:** MPA President
- III. **Position Description:** To perform all the duties of the President in his/her absence or disability (MPA Constitution Article III, Sec.4.2.0).
- IV. **Duties and Responsibilities:**
 1. To act as an advisor over the following committees' directors (MPA Constitution Article III, Sec.4.2.1):
 - a. Membership
 - b. Activities
 - c. Banquet
 - d. Historian
 2. To act as a representative of the association as instructed by the President. (MPA Constitution Article III, Sec.4.2.2).
 3. Know what activities your Executive Board Members are holding. (Title of Event, Location, Date, Time, Participants).
 4. Responsible for assigning duties and responsibilities to E-Board Members and MPA Members fairly.
 5. Responsible for doing a "Follow Up" to make sure your E-Board Members are doing their duties.
 6. Be present at MPA meetings, activities, and events.
 7. 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.
 8. Responsible for keeping in touch with all of the E-Board Members.
 9. 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.