

## **The Multicultural Psychology Association of California State University, Northridge**

### **Job Description**

- I. **Position Title:**           **Membership Director**
- II. **Responsible to:**       MPA President & Internal Vice-President
- III. **Position Description:**   To keep records of all association members and their fees (MPA Constitution Article III, Sec.4.7.0).
- IV. **Duties and Responsibilities:**
  1. To give receipts for all membership fees received and to transmit those monies to an appropriate executive for deposit into the association's treasury (MPA Constitution Article III, Sec.4.7.1).
  2. To be in charge of the election meeting (MPA Constitution Article III, Sec.4.7.2):
    - a. Keep a record of all candidates interested in running for Executive Board officers.
    - b. Compose and distribute all ballots.
  3. To give a copy of the Event Participation Points System Form to each member in the beginning of each semester.
  4. To collect filled out Event Participation Points System Forms.
  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 you 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.