The Multicultural Psychology Association of California State University, Northridge

Job Description

I. Position Title: Secretary

II. Responsible to: MPA President

III. Position Description: To inform each member of the Executive Board when an Executive Board meeting is being held, and to send out notices of special meetings of the associations.

IV. Duties and Responsibilities:

1. To keep accurate records of the proceedings of the Executive Board meetings and record the same in a minute book. (MPA Constitution Article III, Sec.4.4.1)

2. To keep accurate records of the proceedings of the general association meetings and record the same in a minute book. (MPA Constitution Article III, Sec.4.5.1)

3. To submit reports to the association whenever required by the general body covering the status and activities of the association. (MPA Constitution Article III, Sec.4.5.2)

4. Send out e-mails of the minutes of the meeting to MPA E-Board and the general body.

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. 2 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.