

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

### **Job Description**

- I. **Position Title:** **Finance Director (Treasurer)**
- II. **Responsible to:** MPA President & External Vice-President
- III. **Position Description:** To act as a chief financial officer of the association (MPA Constitution Article III, Sec.4.6.0).
- IV. **Duties and Responsibilities:**
1. To prepare financial reports for the use of the Executive Board and the association periodically or as instructed by the President (MPA Constitution Article III, Sec.4.6.1).
  2. To take all monies of the association and deposit the same in the name of the association at an agreed-upon bank. (MPA Constitution Article III, Sec.4.6.2).
  3. To make authorized disbursements upon requisition signed by the President or, in the absence of the President, by the Internal Vice-President or External Vice-President (MPA Constitution Article III, Sec.4.6.3).
  4. To direct the association's corporate fundraising efforts (MPA Constitution Article III, Sec.4.6.4).
  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.