

Section Two: Duties of the Multicultural Student Leadership Association Officers

Subdivision A: President

The powers and duties of the president shall be the following:

1. Call and preside over the meetings of the Multicultural Student Leadership Association using parliamentary procedure.
2. Be responsible for enforcing and upholding the constitution and by-laws.
3. Plan and organize clear and specific agendas for Association meetings.
4. Direct and delegate responsibilities to other officers and Association members.
5. Be a team leader of the executive board.
6. Call executive meetings as deemed necessary.
7. Be a student representative or delegate as assigned by Association advisors.
8. Perform other additional duties as assigned by Association advisors.
9. Maintain open and friendly communication with college administrators, faculty and staff.

Subdivision B: Vice President

The powers and duties of the vice president shall be the following:

1. Preside over Association meetings in the absence of the president.
2. Assume the office of president in case of vacancy before the end of the academic year.
3. Perform additional duties as assigned by the Association president and/or advisors.
4. Maintain open and friendly communication with college administrators, faculty and staff.

Subdivision C: Secretary

The powers and duties of the secretary shall be the following:

1. Keep a permanent record of the minutes and proceedings of the Association.
2. Keep a permanent record of the results of all elections.
3. Handle all correspondence of the Association.
4. Take roll call at meetings and maintain a record of attendance.
5. Perform additional duties as assigned by the Association president and/or advisors.
6. Maintain open and friendly communication with college administrators, faculty and staff.

Subdivision D: Treasurer

The powers and duties of the treasurer shall be the following:

1. Keep a permanent record of all financial transactions of the Association.
2. Report the state of the Association finance in the form of funds received, funds paid out, bills pending and account balance.
3. Keep track of expenses.
4. Perform additional duties as assigned by the Association president and/or advisors.
5. Maintain open and friendly communication with college administrators, faculty and staff.