

## Multicultural Student Leadership Association Executive Officer Application

Please read the file "Section Three" of the Constitution and By--Laws which explains the powers and duties of each executive officer position.

**Please submit your application by email or in person to:**

**Harold Torrence (see contact information below) no later than 4pm on Wednesday, September 10<sup>th</sup> 2014 to be considered.**

Elections will take place on **Friday, September 12<sup>th</sup> 2014** at 11am during the MSLA meeting in room 1-630. (Please print clearly)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Officer position to which you are applying for (please circle your preferred option):

President

Vice President

Secretary

Treasurer

**Please tell us why you want to be an officer of MSLA?**


**What would be your contributions to MSLA?**


### **Advisor Contact Information**

Harold Torrence Ed.D

Dakota County Technical College Office: 1-111M

Direct: 651-423-8606

Email: [harold.torrence@dctc.edu](mailto:harold.torrence@dctc.edu)

### **Section 3: Duties of MSLA Executive Members**

#### **Subdivision A: President**

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

1. Call and preside over the meetings of the MSLA using parliamentary procedure.
2. Be responsible for enforcing and upholding this constitution and by-laws.
3. Plan and organize clear and specific agendas for MSLA meetings.
4. Direct and delegate responsibilities to other officers and committee members.
5. Be a team leader of the executive board.
6. Call executive meetings as deemed necessary.
7. Be a student representative or delegate representative on college committees.
8. Perform other additional duties as assigned by the advisor(s).
9. Maintain open and friendly communication with college administrators.

#### **Subdivision B: Vice President**

The powers and duties of the Vice President shall be the following:

1. Preside over MSLA meetings in the absence of the president.
2. Assume the office of the president in case of vacancy before the end of the school year.
3. Perform any additional duties as assigned by the senate president and/or MSLA advisor(s).
4. Maintain open and friendly communication with college administrators.

#### **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 MSLA.
2. Keep a permanent record of the results of all elections.
3. Handle all correspondence of the MSLA.
4. Take roll call at every meeting and maintain a record of attendance.
5. Perform additional duties as assigned by the MSLA president and/or MSLA advisor(s).
6. Maintain open and friendly communication with college administrators.

#### **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 MSLA.
2. Report the state of the MSLA finance in the form of funds received, funds paid out, bills pending and account balance(s).
3. Set up accounts for committees and keep track of expenses.
4. Perform additional duties as assigned by the president and/or MSLA advisor(s).
5. Maintain open and friendly communication with college administrators.