



UNIVERSITY OF  
NOTRE DAME

Mendoza College of Business

**Master of Science in Management Association (MSMA)**  
**Officer Duties**

**President:**

- Coordinating MSMA Student Government meetings
- Chairing all MSMA meetings
- Calling emergency MSMA meetings
- Providing leadership to the MSMA Officers
- Acting as the chief spokesperson of the MSMA
- Establishing an effective relationship with the Organization Coordination Council, Student Activities Office, Master of Science in Accounting Program, ESTEEM Program, and other University administrative departments

**Vice President:**

- Assisting the President with the fulfillment of his/her duties
- Providing support for the development of MSMA activities planned by the committees
- Working with the Treasurer to establish budgets for committees which are created
- Coordinating the press relations of the club, including, but not limited to: relations with *The Observer*, *Scholastic Magazine*, flyer/poster approval, and maintaining the MSMA web page

**Treasurer:**

- Keeping a record of all financial transactions
- Preparing any and all budgets, financial budget requests/appeals, etc.
- Working with the Vice President to establish budgets for committees which are created
- Meeting with the Advisor on a regular basis to review account balances and financial transactions
- Preparing agendas, keeping detailed minutes of all meetings, and filing all reports required
- Providing support for the development of MSMA activities planned by the committees