

MSBA Association Officers and Duties

Responsibilities of the **Chair** shall include...

- Coordinating bi-weekly meetings of the club.
- Chairing all meetings of the club.
- Calling emergency meetings.
- Providing leadership to the club.
- Working directly with the Advisor to ensure the club is operating within the expectations of the University.
- Acting as the chief spokesperson of the club.
- Establishing an effective relationship with the Club Coordination Council, Student Activities Office, and other University administrative departments.
- Establishing an effective relationship with the graduate student association of the University.

Responsibilities of the **Parliamentarian** shall include...

- Assisting the President with the fulfillment of his/her duties.
- Ensuring that the association abides by the articles in this constitution, and applicable university rules.
- Appointed by unanimous consent of the board.
- Responsibilities of the Stewardship and Development Coordinator shall include...
- Keeping a record of all financial transactions.
- Meeting with the Advisor on a regular basis to review account balances and financial transactions.
- Preparing any and all budgets, financial budget requests/appeals, etc.
- Working with the Chair to establish methods of fundraising to adequately support the association's activities and prepare the association of potential growth in the future.

Responsibilities of the **Secretary and Historian** shall include:

- Keeping detailed minutes of all meetings.
- Coordinating the press relations of the club, including, but not limited to: relations with *The Observer*, *Scholastic Magazine*, flyer/poster approval, and maintaining the DCUND web page.
- Ensuring that all changes of officers are reported to the appropriate University officials.
- Maintaining records of all financial documents and all literature created by the association in a physical and digital library.

Responsibilities of the **University Resources Coordinator** shall include...

- Connecting MSBA candidates to, or communicating the existence of, academic and health resources within the university.
- Compiling a weekly memo outlining social, academic, and otherwise relevant activities taking place at the university.
- Providing and maintain a forum for current MSBA students to organize for campus activities (ie. Rec sports, etc.)

Responsibilities of the **Community Engagement Coordinator** shall include...

- Connecting MSBA candidates to, or communicating the existence of, service and social opportunities in the community.

- Compiling a weekly memo outlining social, professional, and otherwise relevant activities taking place in the community.
- Providing and maintain a forum for current MSBA students to organize for community activities.
- Establishing and maintain relationships with local businesses and organizations in the community on behalf of the association.