



Multicultural Student Services  
Student-Leader Handbook

### **Minimum Qualifications**

1. The student must be in good academic standing for the current semester of the application process (minimum 2.7 GPA for president or vice president – 2.5 for other positions). Good standing shall be defined as not currently on academic warning, probation, suspension, and/or social probation. Any exceptions should be cleared with the Director of Multicultural Student Services.
2. In order to remain in this position you must maintain the designated GPA.
3. A candidate for president or vice president must have been a previous member of the respected organization and be a student of Utah State University and maintain a full time student status (12 credits). For all other positions, the applicant must have one semester of membership within the organization of interest and currently be a full-time student (carrying 12 or more credits) at Utah State University.

#### **Applicants must also be able to:**

1. Attend ALL of the club and executive council meetings and events.
2. Begin attending club meetings the semester you become an officer.
3. Attend the ASUSU programming committee meeting as needed.
4. Attend the Multicultural Student Services Leadership retreat/trainings, both fall and spring semesters.
5. The MSS Leadership retreat for new officers will be April 18-19 at Bear Lake
6. Attend ASUSU Leadership training. (Aggie Blue Leadership training summer 2008)
7. Attend the executive council meetings 1 time per month (President only)

#### **Additional information:**

- Each person may hold only one office in Multicultural Student Service Clubs.
- The term of the office for the new officers shall officially begin July 1st and last one academic year. However, newly elected officers are required to work with previous year's officers until that time (New Officers Spring Retreat).
- Applications are to be overseen by the application Committee only. All information is confidential

## **Position Summaries and Responsibilities**

### **President**

- Act as official representative of the club
- Work to foster service within the campus and community
- Preside over all meetings of the club. In the president's absence, the vice president presides over meetings or other officers as appointed.
- Oversee and support the work of the various officers of the organization and set up weekly meetings with the executive council. Be aware of the role each officer is designated to fulfill.
- Act as club representative for Executive Council meetings with ACES.
- Coordinate programming with the Vice President.
- Work with the Treasurer to create and propose a budget for the club, subject to the approval of the Executive Council.
- Perform other duties as may be prescribed by the Executive Council and Multicultural Student Services.
- Be one of the two signatories along with the Treasurer on bank checks of the club.
- Oversee use of the Club Purchasing Card under authorization of club's designated MSS advisor.
- Establish and facilitate completion of goals and objectives for the club.
- Work to strengthen club membership and attendance.
- Work directly with club Advisor, MSS: Leadership/Activities Coordinator, ASUSU officials, Admissions Office, Multicultural Recruiter, and other USU administrative offices.
- Delegate authority and responsibility to other club officers as needed.
- Collaborate programming with other club presidents and faculty liaisons.
- Attend MSS Leadership Training spring and fall semester.
- Attend ASUSU Leadership Training.
- Each club should have a minimum of 2 club/officer meetings per month

### **Vice-President**

- Exercise all authority of the president in their absence.
- Act as Programming Chair for all club activities and programs.
- Attend ASUSU programming committee as needed.
- Attend ASUSU Diversity Committee meeting as needed.
- Develop, implement, and oversee all club programming.
- Coordinate all committees associated with your club.
- Work with the president to appoint new committees and chairs as the need arises.
- Succeed the president if he/she is unable to complete his/her term of office.
- Oversee all activities and participate as a public speaker as needed.
- Perform such other duties as may be prescribed by the Executive Council.
- Attends MSS Leadership Training spring and fall semester.
- Attends ASUSU Leadership Training.

### **Secretary**

- Be responsible for all club communication. This includes keeping minutes, tracking and forwarding weekly club attendance to the designated MSS advisor by email, and informing all members of club meetings and activities.
- Maintain an attendance spreadsheet and be prepared to give attendance statistics to the club president and MSS office at all times (electronic spreadsheet available from MSS). Include: full name and contact information for each member.
- Maintain a duty roster (who is doing what) for each activity.
- Work with historian to create a historical notebook for the year, including: notes, advertisements, write-ups, computer disks, etc. All records kept to pass on to future officers.
- Serve on ASUSU Diversity Council and act as a liaison between the club and Diversity Council.
- Permit access to records only to members or persons with authorization.
- Attend MSS Leadership Training spring and fall semester.
- Attend ASUSU Leadership Training.

### **Treasurer**

- Oversee and be aware of all financial transactions of the club.
- Maintain thorough and accurate records of all transactions.
- Serve as CSCO representative and act as a liaison.
- Safeguard all monetary funds and accept full responsibility.
- Submit proper monthly financial reports as required by the club or Multicultural Student Services.
- Maintain a continuous audit of budgeted financial operations (coordinate with MSS accountant).
- Prepare a year-end financial report (coordinate with MSS accountant).
- Assist in the preparation of all budget proposals.
- Keep a detailed record of all receipts, and other financial documents.
- Meet monthly with the MSS office to update income and expenditures.
- Attend MSS Leadership Training Spring and Fall Semester.
- Attend ASUSU Leadership Training.

### **Public Relations & Marketing**

- Report directly to and work closely with the vice president to publicize club and events.
- Handle club's correspondence with public, (may include advertising of events or activities, communication within the club, press releases, and fundraising).
- Appoint members of the publicity committee with the approval of the Executive Council.
- Assume responsibility for all publicity of the club.

- Work with the Statesman and other media in publication of articles, announcements, advertisements, editorials, rebuttals, etc.
- Establish and maintain public relations with other related organizations.
- Maintain a scrapbook of club functions.
- Attend MSS Leadership Training spring and fall semester.
- Attend ASUSU Leadership Training.
- Work with the MSS Web Developer/Systems Administrator to update club website as needed

### **Activities Coordinator**

- Report to and work closely with vice president.
- Create a plan of activities for the semester.
- Secure all venues needed for club activities/events
- Coordinate activities with all parties involved.
- Attend all planned activities.
- Maintain a report of attendance for every activity.
- Coordinate with public relations officer on all events.
- Attend MSS Leadership Training spring and fall semester.
- Attend ASUSU Leadership Training.

### **Miscellaneous positions**

#### **ACES**

ACES is a committee of students who work directly with the Multicultural Clubs. ACES has the same application process as the other Student Leader positions

#### **ACES Duties**

Assist all officers in all their duties when needed.

Coordinate monthly executive meetings.

Emphasize assistance with Public Relations and recruitment.

Attend at least 2 AASC, BSU, LSU, PSU or NASC club meeting per month (choose 2 clubs and attend their meeting at least 1 time/month).

Be involved in the activity/event planning process of the MSS clubs.

Members of ACES cannot be involved in two different clubs at one time i.e. ACES and LSU

#### **Historian**

- Record the history of club activities and events in an album throughout the school year.
- Research club information from past administration whenever needed.

**Note:** Each club should have 1 Freshman Recruitment and Retention position available for students who have not previously been involved in MSS clubs. This is a position that will be filled each fall semester.

### **Freshman Recruitment and Retention Representative**

Work to actively recruit and retain club members

Work to strengthen club attendance

Work with ACES to coordinate club socials

Present the club with current recruitment and retention information once a month

Work with ACES to build relationships between different organizations on campus.

Attend all club meetings

### **General Officer Duties (Applies to all officers)**

-Attend all club meetings and functions unless otherwise arranged.

-Work to build a strong working relationship with the other club members and the club advisor.

-Communicate effectively with the club advisor

-Foster service within the campus and community.

-Assist in planning and organization all club functions and meetings.

-Actively support other club officers and members.

-Provide a tentative agenda for the academic year within the first month of fall semester.

-Review and update the club's constitution before each fall semester in office.

-Meet prior to the regularly scheduled council meetings to review and discuss any upcoming events, activities, and other business which is on the agenda to be presented at the scheduled club meetings.

-Be familiar with all USU Policy and Procedure as it relates to Student Services. Follow all rules and regulations.

-Each club should have a binder in the MSS office consisting of all activity/event planners (past, present and future), event write-ups (past, present and future), constitutions, and any other document MSS requires. These binders should be constantly updated throughout the semester.

\*In the event that a position is vacant, someone may be asked to fill that position.

All rules still apply, even if there is no application present. It is the officer/club members full responsibility to abide and follow the rules and regulations stated in this document.

Please note that all positions require equal involvement in all club events.

Position evaluations will be conducted throughout each semester. If any one person in a leadership position fails to fulfill his/her required duties, there may be a withdrawal of

any stipend associated with his/her position, potential removal from office, ability to reapply, and/or the position may be re-assigned to another student. It is the responsibility of the Student Leader to initiate and fulfill their role as an officer.

All information in this document is subject to change at anytime.