



## **Hispanic Law Students Association**

### **Executive Board Position Descriptions**

#### **President**

The President shall preside at all meetings of the Board and at the monthly meetings of the Organization. The President shall conduct and preside over any and all business of the Organization and shall hold the power to distribute and assign authority over tasks as deemed necessary. The President shall be held responsible to lead the organization of the HLSA Gala held each Spring semester in conjunction with other law schools.

#### **Vice President**

The Vice President shall be an ex-officio member of all the committees appointed by the Board. Upon the absence or disability of the President, the Vice President shall perform the President's duties. The Vice President will be held responsible to lead in the organization of the Heritage Night held in the Fall semester. The Vice President, in conjunction with the President, shall attend generally to the business of the Organization.

#### **Secretary**

The Secretary shall keep a true record of the proceedings of all meeting of the Organization and of the Law School whether assembled or acting under the submission. The Secretary shall send emails to the members with the information of events, meetings, and meeting records.

#### **Treasurer**

The Treasurer shall receive all dues payable by members of the Organization and all other funds to which the Organization is entitled and shall make payments for expenses incurred in the regular course of the Organization's business and for other items approved by the President or the Board. The Treasurer shall keep accurate records and shall account for all sums received. The Treasurer shall keep an accurate account of all dues collected and of any monies appropriated to the Organization and expended for its use. The Treasurer shall have a financial report prepared to present to the board of officers at the beginning and end of each school semester.

#### **Communications Ambassador**

The Communications Ambassador shall be in charge of promoting a positive image of the Organization within the Law School and the community. This will be accomplished by

documenting all organization events by taking pictures, updating Facebook and/or any other social medias the Organization utilizes to communicate and promote itself.

### **Public & Alumni Ambassador**

The Public & Alumni Ambassador shall be in charge of attending HISBA, MABAH, and/or LULAC meetings whenever possible, to help promote the Organization. The PA Ambassador shall aid the Organization in keeping relations with the outside sources as well as alumni, to facilitate the development of the Organization by means of scholarships, special guest discussions at the Law School and networking opportunities. It is encouraged that this position has a relatively open evening schedule due to evening networking events and bar association meetings.

### **Pro Bono Ambassador**

The Pro Bono Ambassador shall be in charge of aiding the Organization by presenting volunteer and pro bono opportunities for the members. The Pro Bono Ambassador shall plan one volunteer event each semester as well as one pro bono event each semester for the members to participate.

### **South Texas Ambassador**

The South Texas Ambassador shall be in charge of aiding the Organization in being involved at the Law School by means of making connections, co-sponsoring events or supporting fellow organizations at South Texas College of Law.

### **2L Representative**

The 2L Representative shall be responsible in aiding the Organization by promoting the events and meetings to their classes, by means of writing event details on classroom white boards and announcing event details to their respective classes. Also, the representatives shall be expected to aid the ambassadors in their duties.

---

Feel free to ask any of the current officers for questions and insight on their experience in the positions you are considering running for.

### **2020-2021 HLSA Executive Board Officers**

**President-** *Katy Meraz* | [katy.meraz@stcl.edu](mailto:katy.meraz@stcl.edu)

**Vice President-** *Stephanie Diaz* | [stephanie.diaz1@stcl.edu](mailto:stephanie.diaz1@stcl.edu)

**Secretary-** *Antonio "Tony" Olvera* | [antonio.olvera@stcl.edu](mailto:antonio.olvera@stcl.edu)

**Treasurer-** *Edna Rodriguez* | [edna.rodriguez1@stcl.edu](mailto:edna.rodriguez1@stcl.edu)

**Communications Ambassador-** *Valerie Torres* | [valerie.torres@stcl.edu](mailto:valerie.torres@stcl.edu)

**Public & Alumni Ambassador-** *Diana Davila* | [diana.davila@stcl.edu](mailto:diana.davila@stcl.edu)

**Pro Bono Ambassador-** *Josie Lopez* | [josephine.lopez@stcl.edu](mailto:josephine.lopez@stcl.edu)

**South Texas Ambassador-** *Ashley Segura* | [ashley.segura@stcl.edu](mailto:ashley.segura@stcl.edu)

**2L Representative-** *Karina Trujillo* | [karina.trujillo@stcl.edu](mailto:karina.trujillo@stcl.edu)