



# Accounting Society Chair Descriptions

## **Chair Position Candidates:**

1. Sign-up by using the link in the email.
2. The newly elected President and Vice President will appoint and **notify the chairs accordingly, usually during the vacation break.**
3. Interested candidates should be sure to **get the newly elected President's and Vice President's contact information to follow-up if chair positions have not been appointed yet.**

*If you want to take your Accounting Society experience to the next level, consider signing up for a chair position. Holding a chair position is a great way to distinguish you from the rest of the 600+ members. You will get tremendous exposure to both firms and members. It is also a great bridge to running for an elected position in the future. Persons filling these positions must also have the drive to serve and represent California State University, Fullerton and the Accounting Society with the topmost excellence.*

## **The Business Inter-Club Council (BICC) Representative (1 person)**

This is an easy way to get involved for our new and returning members. The Business Inter-Club Council organizes all of the business clubs to hold inter-club recruiting and social events. You will be responsible for attending a one-hour meeting every Tuesday at 11:30 a.m. You will represent Accounting Society and report back to the President and the Society what was discussed during such meetings. This position only requires that you are available at the aforementioned meeting time and that you are interactive with your peers. You must be committed to serving for the entire semester once appointed, with the option to hold the position for the entire school year.

**\*\* You will be allowed to run for an officer position in your second semester as BICC Representative if you are interested. Once elected, you must still serve as BICC Representative of the Club.**

## **Accounting Fest Committee (1)**

You will coordinate with your BAP counterpart to host Accounting Fest for a two day time span outside of Mihaylo Courtyard in the beginning of the Fall semester. You must be able to participate in planning activities during Summer. This position requires you to be organized and communicate effectively with our professionals, as you are the means of reaching out to everyone.

## **Creative Director (2 people)**

You and your co-chair will be the official photographer and videographer of Accounting Society. This is a fun position as you will be taking pictures and videos at all of our events. You will also be putting together a slideshow for the Awards Banquet with pictures of what we did throughout the semester. This position is very important because of your responsibility to present the activities of the club to members, faculty, firm members, and guests at Awards Banquet. Your pictures will also be posted on the Accounting Society website. You must coordinate with your co-chair to make sure that at least one of you is at each event. You must be committed to serving for the whole semester once you are appointed.

## **Events Committee (4)**

You and your co-chairs will be responsible for planning and coordinating the Mock Interviews and Awards Banquet.

- ***Awards Banquet:*** You will be required to reserve a hotel in the Irvine area. You will be inviting firms, students, and faculty to attend. You will also be responsible to create the event program, and coordinate with the Accounting Department for scholarship presentations. You both will be hosting and running the entire event.
- ***Mock Interviews:*** You will be required to reserve multiple classrooms on the Friday the week before Meet the Firms for professionals to mock interview students. You will also be inviting firms and their professionals who are interested in participating. You will be hosting and running the entire event.

## **International Committee (3 people)**

You and your co-chairs will be responsible for coordinating and setting up meetings for the international committee. The committee is tasked to find information and network with companies and firms that offer opportunities across the country and overseas. The new information will be recorded for future reference and new contacts will be added to the Accounting Society firm contact list. The committee members will be mainly Accounting Society and Beta Alpha Psi members willing to seek out opportunities across the country and overseas. This position will be very rewarding because you will be helping future members gain more opportunities. You must be committed to serving for the whole semester once you are appointed.

## **Irvine Representative (2 people)**

You and your co-chair will be responsible for all correspondence and collaboration with the main campus, and act as a liaison to ensure a consistent message across all campuses. You will be responsible for planning speaker meetings and/or other recruiting events at the Irvine campus. This position gives you great exposure to the firms and our members. You must be committed to serving for the whole semester once you are appointed.

## **Marketing Director (1 person)**

You are to assist the Webmaster with the creative aspects of the website. In addition, you will assist the Creative Directors with the Awards Banquet slideshow around the end of the

semester. You are to make sure all chairs have a means of communicating relevant information with you. This position requires you to be organized and communicate effectively with our members, as you are the means of reaching out to everyone. You must be committed to serving for the whole semester once you are appointed.

### **Membership Chair (6 people)**

You and your co-chairs will assist the Vice President of Membership with his/her duties. This is a great way to get involved if you plan to run for an officer position because you will get a lot of exposure to our members who will be voting at the end of the semester. This position also requires that you inform students about Accounting Society through class presentations and be present at the membership drive during the first 4 weeks of the semester. Tabling hours will be extended until 7 pm during the fall. You must be committed to serving for the whole semester once you are appointed.

### **Mentoring Chair (1 person)\*\*Chairs must have received offers\*\***

You will be responsible for planning and hosting the peer-mentoring program with a representative from Beta Alpha Psi. You will be required to set up three mentor lunches that include activities that will help our members recruit successfully. Between you and your co-chair, you will need to pick up lunch for each meeting. You must be committed to serving for the whole semester once you are appointed.

### **Office Hours Chair (2 people)**

You and your co-chair will be responsible for organizing office hours with firms' recruiters' on campus. You are also responsible for reserving a room(s) for the office hours to be held. This is very rewarding because you get one-on-one exposure to many recruiters. You must be committed to serving for the whole semester once you are appointed.

### **Office Tours Chair (2 people)**

You and your co-chair will be responsible for organizing meetings with our recruiting firms at their offices. This is very rewarding because you get one-on-one exposure to many recruiters. You or your co-chair will need to keep your evenings free to attend these office tours. At least one chair should attempt to be at every office tour that you set up during the semester. You must be committed to serving for the whole semester once you are appointed.

### **Peer-to-Peer (P2P) Chair (2 people)**

The goal of this program is for first-time AS members to make meaningful connections with AS current board members and learn about our organization, recruiting, and other resources in general. You and your co-chairs will be responsible for planning and setting up at least three 1.5 hour meetings for P2P members and the board members. Meetings are encouraged to be held during the first half of each semester so that new members feel welcome in our organization and also learn about the opportunities that AS offers for its incoming members.

## **Public Speaking Chair (2)**

You and your co-chair will be responsible for arranging bi-weekly meetings and setting up the structure of the meeting. You will also be required to plan activities/exercises to help our members improve their communication skills. You must also maintain the hours contributed from our members and be committed to serving for the whole semester once you are appointed.

## **Speaker Meeting Chair (2 people)**

You and your co-chair will be responsible for organizing speaker meetings with our recruiting firms. This is very rewarding because you get one-on-one exposure to many recruiters. You will need to keep your Tuesdays from approximately 11 a.m. to 3 p.m. free to get ready for these meetings. Between you and your co-chair, you will need to pick up lunch for each meeting and introduce the firm at the commencement of our meetings. You must be committed to serving for the whole semester once you are appointed.

## **Special Activities Chair (3 people)**

You and your co-chairs will be responsible for organizing social events such as a Disneyland Social, K1 Speed Racing, bowling, ice skating, laser tag, etc. This is a fun way to get involved and to meet several members. There will be some flexibility as to the events that are chosen, although some will be chosen beforehand. You must be committed to serving for the whole semester once you are appointed.

## **Treasurer Chair (1 person)**

You are to help the Treasurer with his/her tasks, and all others that will be assigned to you. You will help in expediting the reimbursement process and keeping exceptional records of all income and expenses as they occur. This is a great position to learn about the organization, as you will get the chance to interact and work with the board. This position will also help prepare you to serve as Accounting Society Treasurer if you consider running for the position. You must be committed to serving for the whole semester once you are appointed.

## **Webmasters (2 people)**

You and your co-chair will need to maintain the Society's website using MS FrontPage. It is a very easy program to learn if you don't already know how to use it. This is a fun position with good firm and member exposure. You will be responsible for updating our online calendar and continuously looking for ways to improve our website. In addition, you will be responsible for posting photos from various events on both the Accounting Society Facebook and Twitter accounts in order to increase our social media presence. You will also be responsible for posting weekly trivia include choosing a winner and giving out prizes. Keeping the followers informed through periodic updates of upcoming events hosted by our club is a vital part. You must be committed to serving for the whole semester once you are appointed.

## **Association of Certified Fraud Examiners (ACFE) EVP (1 person)**

You are to be the point of contact for the Association of Certified Fraud Examiners (ACFE). As

the EVP (Executive Vice President), you are to contact professionals and set up speaker meetings on the main campus. You will need be available some nights from 4:30PM – 7:00PM as the meetings are usually held somewhere in that time frame. You will be able to appoint your own secretaries to help set up meetings and contact professionals. You must be committed to serving for the whole semester once you are appointed, with the option to hold the position for the entire year.

### **Institute of Internal Auditors (IIA) EVP (1 person)**

You are to be the point of contact for the Institute of Internal Auditors (IIA). As the EVP (Executive Vice President), you are to contact professionals and set up speaker meetings on the main campus. You will need be available some nights from 4:30PM – 7:00PM as the meetings are usually held somewhere in that time frame. You will be able to appoint your own secretaries to help set up meetings and contact professionals. You must be committed to serving for the whole semester once you are appointed, with the option to hold the position for the entire year.

### **Institute of Management Accountants (IMA) EVP (1 person)**

You are to be the point of contact for the Institute of Management Accountants (IMA). As the EVP (Executive Vice President), you are to contact professionals and set up speaker meetings on the main campus. You will need be available some nights from 4:30PM – 7:00PM as the meetings are usually held somewhere in that time frame. You will be able to appoint your own secretaries to help set up meetings and contact professionals. You must be committed to serving for the whole semester once you are appointed, with the option to hold the position for the entire year.

### **Information Systems Audit and Control Association (ISACA) EVP (1 person)**

You are to be the point of contact for the Information Systems Audit and Control Association (ISACA). As the EVP (Executive Vice President), you are to contact professionals and set up speaker meetings on the main campus. You will need be available some nights from 4:30PM – 7:00PM as the meetings are usually held somewhere in that time frame. You will be able to appoint your own secretaries to help set up meetings and contact professionals. You must be committed to serving for the whole semester once you are appointed, with the option to hold the position for the entire year.

\*\* NOTE: You can be EVP of a special interest group (such as ACFE, IIA, IMA) and hold a regular board position at well.