



# ACCOUNTING SOCIETY BOARD DESCRIPTIONS

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## Chair Position Candidates:

1. Signup by using the links in the email for application and scheduling of interview.
2. The newly elected Executive Board 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 InterClub 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 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**

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**Representative if you are interested. Once elected, you must still serve as BICC Representative of the Club.**

### **Events Committee (4-5)**

You and your co-chairs will be responsible for planning and coordinating the Mock Interviews for Fall 2022

***Meet the Firms:*** You will be required to conduct a virtual 3 day experience in substitution for the event. You will be inviting firms and students to attend. You will also be responsible to coordinate the event program. You will be hosting and running the entire event.

***Bowling Tournament:*** You will be required to create a virtual activity whereas students and professionals can recruit. You will be inviting firms and their professionals who are interested in participating. You will be hosting and running the entire event.

***Mock Interviews:*** You will be required to conduct a virtual mock interview via zoom. You will be inviting professionals and students to participate. You will be hosting and running the entire event.

*You must be committed to serving for the whole semester once you are appointed.*

### **International Committee (2 people)**

You and your cochair will be responsible for coordinating and setting up virtual 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 seeking 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.*

### **Marketing Team (2-3 people)**

NOTE: This team serves three areas: marketing director, webmaster, and social media chair.

Marketing Director: You are to assist the Webmaster with the creative aspects of the website. In this position you are required to work with all the committees making sure all the information is being conveyed to our members in an efficient manner. 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.

Webmaster: You will need to maintain the Society's website using WIX. 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 Instagram and LinkedIn accounts 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. Tasks will be split between you and your co chairs.

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### **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 4 p.m. during the fall.

*You must be committed to serving for the whole semester once you are appointed.*

### **Mentoring Chair (1-2 people) \*\*Chairs must have received offers for internship or full-time\*\***

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-two sessions that include activities that will help our members recruit successfully.

*You must be committed to serving for the whole semester once you are appointed.*

### **Office Hours Chair (2-3 people)**

You and your co chairs will be responsible for organizing virtual office hours with firms' recruiters on campus. This is very rewarding because you get one-on-one exposure to many recruiters. You are required to be proficient in using platforms such as Zoom, and be a quick problem solver.

*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 learn about the opportunities that AS offers for its incoming members.

*You must be committed to serving for the whole semester once you are appointed.*

### **Professional Communications Chair (1-2 people)**

The goal of the professional communications chair is to set up workshops that help our members prepare for recruiting. These workshops include help with resumes, cover letters, LinkedIn, networking etiquette, interview prep, and much more! This position requires you to be creative and think up of ways to keep the members engaged.

*You must be committed to serving for the whole semester once you are appointed.*

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### **Speaker Meeting Chair (3 people)**

This semester you and your co-chairs will be responsible for organizing virtual speaker meetings with our recruiting firms. This is a very rewarding experience because you will get one-on-one interaction with recruiters. You will need to keep your Tuesdays free from **12:30 pm - 2:00pm**. You are required to be proficient in using platforms such as Zoom, and be a quick problem solver.

*You must be committed to serving for the whole semester once you are appointed.*

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

**\*\*\*Graduation date must be set within 2 semesters or more in order to serve as Treasurer Chair, then Treasurer\*\*\***

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.*

### **Special Activities Chair (1-2 people)**

The goal of the special activities chair is to set up workshops that help our members connect with one another and make new friends within the organization. These events include escape rooms, virtual game nights, Disneyland, Universal Studios, and so much more! This position requires you to be creative and think up of ways to keep the members engaged.

*You must be committed to serving for the whole semester once you are appointed.*

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## Special Interests Committee (1-2 people)

### Association of Certified Fraud Examiners (ACFE) EVP

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 virtual speaker meetings through platforms such as Zoom. You will need to 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.*

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### Institute of Internal Auditors (IIA) EVP

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 virtual speaker meetings through platforms such as Zoom. 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.

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### Institute of Management Accountants (IMA) EVP

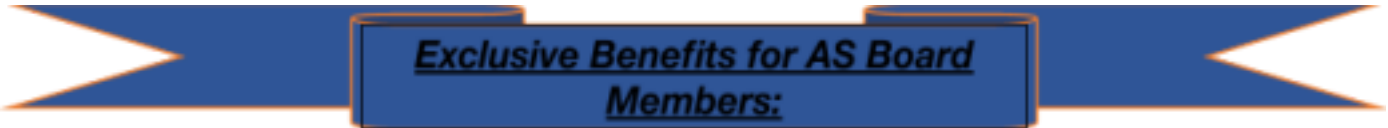
You are to be the point of contact for the Institute of Management Accountants (IMA). As the EVP (Executive Vice President), you are to contact professionals and set up virtual speaker meetings. You will need be available some nights from **4:30PM – 7:00PM** as the meetings are usually held somewhere 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

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 virtual speaker meetings. You will need to 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.

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**Exclusive Benefits for AS Board  
Members:**

- Board **jackets**
- Professional **headshots** (LinkedIn & Email Profile Pictures)
- End of Semester Board **Appreciation** Night/Social
- AS **cord** upon graduation (2+ semesters of board positions) and 2 AS cords for 3+ semesters of board positions
- Recognition on dedication during the Spring **Awards Banquet**
- **Priority** on receiving graduation stoles
- Remarkable leadership and teamwork experience