

**2016 - 2017 Executive Board Description**

\*Requirement: At least one executive Board member must be on both Accounting Society/ALPFA board and Beta Alpha Psi to encourage inter-club relations

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| **Position** | **Responsibilities** |
| **President** | * Provides guidance & direction for UCR Beta Alpha Psi. * Promotes the growth & development of UCR Beta Alpha Psi. * Motivates the officer team and members to reach the potential of UCR Beta Alpha Psi. * Creates and ensures that the UCR Beta Alpha Psi chapter completes all of the necessary chapter requirements required by Beta Alpha Psi national. * Organizes and manages chapter administrative obligations * Assigns responsibilities and follows up with officer team. * Assist with fulfilling and developing the national and state requirements for the academic year. * Oversees chapter events and productivity by closely interacting with the officer team, committees & members. * Takes charge of all events/meetings as the main spokesperson for the organization unless delegated to other executive board members * Decides on the amount and type of meetings based on the quarterly guidelines in the founding documents and coordinates/delegates this responsibility with other board members * In charge of auditing the VP of Finance or delegating the task to ensure no fraudulent activity is occurring |
| **Vice President of Finance** | * Keep an accurate record of the chapter finances. * Coordinate with national about all financial requirements and commitments * Submit required membership checks and organization fees to national in a timely manner in line with the national by laws * Create documentation of all of the cash flow for Beta Alpha Psi. * Obtaining sponsorships to raise funds for the organization. * Collaborate with ASUCR to manage the finance account. * Manages membership fees. * Keep a record of received and processed membership fees * Reconcile the bank accounts quarterly and close the chapters books at the end of each school year * Follow up with members that have outstanding membership fees to ensure they pay in a timely manner * Exercise the right to suspend a member's candidacy based on outstanding obligations |
| **Vice President of External Relations** | * Markets the organization to external constituents. * Contacts and brings in professionals as event speakers. * Works directly with the President to prepare the schedule of events for each quarter and the year based on the quarterly guidelines in the founding documents * Works with Accounting Society and ALPFA to coordinate meetings and encourage inter club relations * Acts as a liaison between the school’s administrations (i.e. Career Center, SoBA, MBA Professional Program,). * Greets members and professional at meetings and is responsible for talking with professionals before and after events to ensure they feel welcomed * Responsible for picking up and providing professionals with proper parking instructions and tickets upon arrival to campus * Represents the organization as a direct contact to professional and speakers when attending campus |
| **Vice President of Correspondence** | * Acts as liaison between officer board and members. * Serves as primary executive board member that ensures the organization is following and fulfilling all proper national procedures, deadlines, and requirements * Sends regular emails to the chapter to communicate important news, and act as the liaison between the board and the chapter. * Record officer meeting minutes for documentation. * Maintains the organization Google Drive to ensure that all documents are organized and accessible to all necessary parties * Responsible for ordering, picking up, and bringing food to general meetings when deemed appropriate * Provide receipt of purchase for all food to the VP of Finance for reimbursement |
| **Vice President of Membership** | * Update membership roster in the BAP intranet with new candidates. * Works directly with the VP of Finance to ensure membership is in line with membership dues and other organization finances * Update the BAP intranet with new meetings and input the hours of candidates/active members who attend the meetings. * Complete all reporting for the chapter and submit to national i.e. Beginning of the year reporting, end of the year reporting, etc. * Distinguishes membership lists of UCR Beta Alpha Psi and Beta Alpha Psi National to provide updates. * Manages sign ins for meetings and updates the intranet within 48 hours of all attendees * Maintains and communicates with candidates and members about their requirements on a quarterly basis * Establishes new methods to maintain membership retention. * Responsible for the proper scheduling and completion of initiation * Acts as a greeter at all chapter events   This is important because candidates have to meet the required hours set by BAP so they can become active members. Active members have to meet the requirements to stay as active members. Certain hours also have to be met in order for the chapter to become eligible for certain awards. |
| **Special Events Coordinator** | * Assist in planning, organizing, and scheduling events for career development and professionalism, service events, and reaching out events. (These events will include: workshops, networking, and evaluations lead by officers and professionals to promote dynamic growth of skill, character, and knowledge; community service or other types of service events; alumni, minority recruitment, multi-chapter events or other types of reaching out events) * Create guides/template for every event (physical or electronic) in order to appropriately recreate said event in the future. He/she shall also be responsible of making an assessment of the effectiveness of the event and future improvements of it. * Plans and organizes chapter social events. * Run fundraisers to increase the wealth of the chapter. * Coordinate with the Special Events Coordinator of Accounting Society on various events including the Mock Interview   It is important that this officer is knowledgeable of the chapter requirements set by Beta Alpha Psi national so that they are aware of the necessary events needed to be a operational chapter. |
| **Engagement Committee** | * Devises effective and creative promotional campaigns to promote Beta Alpha Psi on the UCR campus in order to increase recognition and prestige of chapter. * Holds effective marketing campaigns for events for members and potential members through fliers, posters, etc. * Creates the fliers, posters, etc for marketing campaigns. * Updates Student Life website with updated member list. * Manages the organization’s social media presence and website and is responsible for the timely updating of the organization’s internet presence in conjunction with emails sent to candidates/members * Responsible for collecting photos for events * Knowledge in Adobe Photoshop suggested but not required * Responsible for increasing the awareness of the organization at the school especially with pre-business students |