

## **Sigma Chapter of Beta Alpha Psi Board Position Information**

### **President**

*One Semester- Elected*

Roles:

- Embody all of the values and goals of Beta Alpha Psi,
- Call and preside over meetings of the chapter and officers,
- Appoint committee and event chair persons,
- Develop a comprehensive semester plan for the organization,
- Provide direction to the activities of all officers,
- Ensure that the duties and obligations of all other officers are being satisfactorily completed,
- Seek to promote both the current and future welfare of the chapter,
- Maintain and create relationships with Professionals in the field of Accounting,
- Monitor the Quickbooks account,
- Enforce the Bylaws of the chapter,
- Register as a student organization,
- Serve as a liaison with the Wisconsin School of Business student government and delegate specific liaison responsibilities to the President-Elect.

### **President – Elect**

*One Semester- Elected*

Roles:

- Plan and organize the following semester's events,
- Actively recruit future officers for the Board of Beta Alpha Psi,
- Oversee the management of transition materials on Box.com, with full rights to modify arrangement and organization of documents,
- Preside over the last meeting of the semester,
- Work with the current President to learn how to effectively run the organization,
- Serve as a liaison with the Wisconsin School of Business student government,
- Approve disbursements of the Chapter,
- Fulfill duties given by the President.

### **Vice President**

*One Semester- Elected*

Roles:

- Collect all cash receipts of the organization,
- Deposit all cash receipts of the organization,
- Complete cash disbursements, as the primary user of the debit card and checkbook,
- Manage the bank accounts of the organization,
- Create a complete paper trail with expense receipts and vouchers to give to the Treasurer,
- Assist the Treasurer with the annual audit,
- Enforce and update the Bylaws,
- Enforce and update the Policies and Procedures Manual,
- Be able to lead a committee if so requested by the current President,
- Upon absence or removal of the President, the Vice President shall assume all of the duties and responsibilities of the President

## **Treasurer**

*One Semester- Elected*

Roles:

- Create the budget for Beta Alpha Psi activities,
- Create and maintain monthly financial statements,
- Work with the auditor of our financial statements at academic year-end,
- Provide future planning in regards to Beta Alpha Psi's finances,
- Complete monthly bank reconciliation,
- Review each month's bank reconciliation with the Faculty Advisor twice a semester,
- Record member and pledge payment of dues,
- Monitor the Quickbooks account.

## **Director of National Records**

*One Semester- Elected*

Roles:

- Update the National Beta Alpha Psi register,
- Satisfy the reporting requirements of the National Office,
- Assist the Board of Directors and Faculty Advisor with maintaining chapter records,
- Serve as a liaison between the Board of Directors and Beta Alpha Psi Alumni,
- Update contact information for Beta Alpha Psi Alumni each semester,
- Monitor and fulfill reporting requirements for Chapter Achievement Level,
- Monitor and fulfill reporting requirements for national awards and scholarships.

## **Director of Member Relations**

*One Semester- Elected*

Roles:

- Serve as a liaison between the pledges, members, and the Board of Directors,
- Answer questions from pledges and members,
- Track attendance of pledges and members,
- Determine the achievement by members of the levels of membership,
- Create and distribute nametags for both members and pledges,
- Facilitate the Beta Alpha Psi tutoring program.

## **Director of Correspondence**

*One Semester- Elected*

Roles:

- Serve as a liaison between the pledges, members and the Board of Directors,
- Send "Thank You Letters" and related correspondence to involved parties,
- Create the Beta Alpha Psi Newsletter,
- Distribute the Beta Alpha Psi Newsletter to members and firms,
- Distribute the Superior Members List to the preferred employers,
- Organize the transition materials.

## **Pledge Co-Chairs**

*One Semester- Interview (Two Positions)*

Roles:

- Serve as a liaison between the pledges, members, and the Board of Directors,
- Answer questions from pledges,
- Plan events for the pledges, including the pledge dinner,
- Advertise the organization within the Wisconsin School of Business to recruit pledges (School of Business Organization Fair, etc.),
- Prepare and administer the pledge examination.

## **Accounting Awareness Chair**

*Two Semesters (Spring to Fall) - Interview*

Roles:

- Organize events to promote the accounting program within the Wisconsin School of Business including the Accounting Awareness Social,
- Serve as a liaison between the Department of Accounting and Information Systems and the Board of Directors,
- Organize speaking events for Accounting 100, Accounting 211, and Accounting 301 classes to promote Beta Alpha Psi membership and/or tutoring,
- Update the Beta Alpha Psi Bulletin Board in the Wisconsin School of Business.

## **Community Service Chair**

*One Semester- Interview*

Roles:

- Organize Beta Alpha Psi-Sponsored Community Service Events,
- Facilitate Beta Alpha Psi-Sponsored Community Service Events,
- Organize a committee to lead Beta Alpha Psi involvement in the Volunteer Income Tax Assistance (VITA) Program,
- Approve non-Beta Alpha Psi Sponsored Community Service Events,
- Maintain a record of participation of pledges and members in Beta Alpha Psi-Sponsored Community Service Events.

## **Faculty Profile Chair**

*One Semester- Interview*

Roles:

- Schedule a Faculty Profile for each Beta Alpha Psi Professional Meeting,
- Prepare an introduction for each Faculty Profile,
- Ensure that each speaker's topic is appropriate and of a manageable length,
- Send a "Thank You letter" to the Faculty Profile.

## **Web Design Chair**

*One Semester- Interview*

Roles:

- Update the Beta Alpha Psi website,
- Provide digital records of the activities of the organization,
- Monitor and maintain the social networking and web presence of Beta Alpha Psi,
- Maintain the Beta Alpha Psi forum.

## **Social Activity Chair**

*One Semester- Interview*

Roles:

- Organize the Beta Alpha Psi Social Events,
- Foster relationships among the pledges and members of Beta Alpha Psi.