

## 2010-2011 Accounting Club Executive Positions

### **Vice-President of Finance**

- Develop the Club's budget and monitor budget to actual performance
- Maintain updated, accurate, and current records
- Keep the Club Executives informed of the Club's performance and expenses
- Responsible for preparing timely audits for Telfer Student Council
- Act as a general control system and ensure all expenses are authorized
- Maintain a petty cash
- Ensure that clear communication is maintained with the Co-Presidents
- Attend all bi-weekly club meetings and 2-3 Telfer Student Council Finance Roundtables
- Attend the monthly Telfer Student Council Presidential Round Tables when the President cannot make it to the meeting.

### **Vice-President of External**

- Prepare and deliver all sponsorship packages to all the firms, associations and other sponsors (primarily during the summer)
- Act as a liaison between the Club and all the Club's Sponsors and external parties
- Plan and co-ordinate office tours (primarily in September)
- Ensure that current documentation, (brochures, booklets, etc.), about the Club's sponsors are maintained and that it is readily accessible to all Club members
- Be proactive about arranging sponsor events
- Ensure that all Club Executives are aware of planned events
- Develop connections with CMA, CPA, ICAO, CGA, IIA, CFE and all firms
- Ensure that the Club equally represents all associations and firms
- Plan and co-ordinate Info Sessions
- Promote all sponsors' events to members
- Attend all bi-weekly meetings

### **Vice-President of Marketing**

- Fluent in speaking and writing both French and English
- Act as a liaison between the Club and its members
- Co-ordinate and conduct effective and efficient communication with Club members through e-mails, posters etc...
- Translation of all materials relating to promotion and advertising of events
- Encourage membership enrollment from French accounting program
- Keep records of all communication in electronic copy
- Maintain up-to-date job postings and circulate information to all members
- Responsible in the creation of all marketing material for the club
- Responsible of attracting delegates to both our conferences
- Responsible for maintaining the new UOAC Facebook group and our official Facebook events
- Work closely with the VP MIS to develop and maintain the Club website
- Attend all bi-weekly club meetings

### **Vice-President of Networking**

- Prepare and deliver wine and cheese invitations to firms, professors
- Co-ordinate the selling of tickets to students for the wine and cheese
- Prepare promotional materials for the wine and cheese (posters, electronic ads, etc...)
- Ensure that students are well-informed about the event (ex. class announcements)
- Make all arrangements for the wine and cheese, including reserving the location, planning the menu, etc...
- Ensure that the event remains within the budget set forth by the VP Finance
- Arrange for decorations, gifts, and any other miscellaneous tasks associated with the wine and cheese
- In the months following the wine and cheese, assist other executives in accomplishing their events
- Organize CMA Wine & Cheese and other small networking events throughout the year
- Attend all bi-weekly meetings

### **Vice-President of Internal**

- Plan and co-ordinate social events for members throughout the school year
- Co-ordinate social gatherings for members-only, as well as member-professional events
- Work with VP Networking to assist with the Wine & Cheese Event
- Work in coordination with VP Marketing to maintain membership lists and events attendance list
- Work with VP Internal of Telfer Student Council to ensure event dates do not conflict with other Telfer School of Management events
- Work with VP Finance to ensure smooth ticket selling schedule
- Responsible for maintain a relationship with Telfer School of Management and our membership.
- Responsible for taking meeting minutes at executive meetings
- Responsible for the creation of office hours for the club
- Responsible for anything else that the president delegates to it.
- Attend all monthly meetings and Telfer Student Council Social Roundtables
- Organize annual Casino night
- Responsible for the delegations of work to the 1<sup>st</sup> and 2<sup>nd</sup> year representatives
- Attend all bi-weekly meetings

### **Vice-President of MIS**

- Update and maintain the Club website
- Develop a database for members, firms, associations, and alumni
- Give website a fresh and professional look
- Develop a calendar section on the website for planned events
- Create an Executive profile section on the Website with contact information, photos, and brief job descriptions
- Upload photos of events on the Website
- Keep current job postings on the Website
- Add related links to firms and associations
- Work closely with the VP Marketing to ensure that the Website has up-to-date content
- Attend all bi-weekly meetings

### **Vice-President of Academic**

- Promote and organize all external case competitions and conferences
- Attain funding for external case competitions and conferences
- Responsible for being the coordinator and organizer of the accounting delegation for Omnium Financier
- Responsible for attending all REFEAC Meetings
- Responsible for recruiting a 1<sup>st</sup> year rep (September, 2010)
- Ensure that students are well-informed about the event (ex. class announcements)
- Responsible for maintaining relationships with the professors of Telfer School of Management
- Responsible for organizing the Financial Accounting and Managerial Tutorial Sessions
- Responsible for creating an old mid-term and final exam bank for all accounting specialization classes
- Assist the VP Telfer Accounting Conference and VP Accounting Case Competition in planning of our own conferences and competitions
- Bilingual is required for this position
- Attend all bi-weekly meetings

### **Vice-President of Telfer Accounting Conference**

- French is an asset
- Responsible for organizing the Telfer Accounting Conference
- Work with the VP Marketing and VP MIS with the promotions of the event
- Work with the VP External/Sponsorship to ensure that our sponsors attend this event.
- Work with the VP Academic in getting cases from the professors
- Work with the VP Finance to budget for the event
- Work with the VP External to gain sponsorship dollars for the event
- Ensure that students are well-informed about the event (ex. class announcements)
- Responsible for assisting the VP Accounting Case Competitions With the UOACC
- Attend all bi-weekly meetings

### **Vice-President of Accounting Case Competitions**

- French is an asset
- Responsible for organizing of the University of Ottawa Case Competition
- Work with the VP Marketing and VP MIS with the promotions of the event
- Work with the VP External to ensure that our sponsors attend this event.
- Work with the VP Academics in getting cases from the professors
- Work with the VP Finance to budget for the event
- Work with the VP External to gain sponsorship dollars for both events
- Ensure that students are well-informed about the event (ex. class announcements)
- Responsible for assisting the VP Telfer Accounting Conference in TAC
- Attend all bi-weekly meetings

**Second Year Representative**

- Responsible for all work delegated by the Co-Presidents and all VPs
- Ensure that students are well-informed about the event (ex. class announcements)
- Responsible for representing our events to second year Bachelor of Commerce Students
- Responsible to be the executive assistant of the club
- Responsible to attended all club's events
- Responsible to attended all bi-weekly meetings

\*Note we will be looking for a First Year Representative in Fall 2010.