Beta Alpha Psi: Nu Sigma Chapter

Officer Roles

President

* Oversees Chapter Operations
* Represents the Chapter at Official Events
* Update the bylaws.
* Establish the goals and activities for the upcoming academic year.
* Plan and implement Spring and Fall Semester schedules.
* Reserve meeting room and confirm food/refreshment details.
* Determine desirable meeting topics with the rest of the board
* Contact and correspond with speakers and presenters.
* Maintain and update the contact list periodically.
* Maintain an updated list of graduates.
* Supervise and ascertain that all officers are performing their respective duties.
* Begin, conduct, and end all meetings.
* Edit and Upload Meeting Recordings.

Vice President & President of Accounting Society

* Assist the president in his/her duties.
* Coordinate with accounting tutoring.
* Contact all introductory accounting and finance classes about BAP at the beginning of each semester
* Oversees Accounting Society operations
* Represents Accounting Society at official events

Secretary

* Maintain a list of attendance to meetings.
* Keep track or meeting minutes.
* Prepare and submit all reports as required by the BAP Executive Office including reports of chapter activities, reports of recognition ceremonies, and reports of any change in faculty advisor or student officers.
* Manage membership list on the intranet, Attendance Sheet, and Requirements Tracker
* Keep track of volunteer hours
* Communicate with members on status of volunteer hours/meeting attendance
* Manage all recruiting activities such as organizing classroom visits.
* Manage chapter social media accounts.
  + All Social Media Posts and Descriptions must be drafted or reviewed by the president before they can be scheduled out.
* Manage Beta Alpha Psi bulletin board.
* Send emails to members about weekly meetings and other important updates on the Announcement Page on Webcampus. Also, to send emails to Faculty about weekly meetings on Gmail.
  + All announcement emails to members and candidates must be drafted or reviewed by the president before they can be sent out.
  + All Weekly Meeting Announcements Emails to Faculty must be be drafted or reviewed by the president before they can be sent out.

Treasurer

* Account for, and control, all organization financial activity.
* Maintain all Cash Receipts:
  + Collect and deposit all cash receipts.
  + Maintain appropriate supporting documents and Cash Receipts Journal.
* Maintain Cash Disbursements:
  + Prepare cash disbursement and supply proper documentation.
  + Maintain Cash Disbursement Journal.
* Prepare financial statements.
* Assist the President and Vice-President to arrange and coordinate community service and fundraising events.
* Arrange and coordinate sufficient BAP staffing at events.
* Assist the President and Vice-President to arrange and coordinate events at the Florham Campus.
* Ensure ITV connection with Florham.
* When applicable, arrange for meeting setup/food & rooms when speakers visit Florham.
* Keep track of Florham attendance and send to reporter and president.
* Keep track of Florham volunteer/tutoring hours for Florham students and send to reporter.