

Please read the board responsibilities carefully before you submit your application

All ZGAS Board and Internal Committee Members make the following commitments:

1. Your attendance is expected at all ZGAS board meetings and most ZGAS events unless otherwise informed. If you are unable to attend an event, email your notice of absence at least 24 hours before the event.
2. Fulfill all duties pertaining to your role and be ready to help other Board Members.
3. Arrive at least one-half hour before all events involving recruiters/ special guests.
4. Help clean up after every event.
5. Attend Board meetings with ideas, questions and suggestions.
6. Check emails frequently and be responsive.
7. All Board Members must actively work with their respective IC members. IC members must be proactively helping their VPs.
8. All VPs must report any updates/progress during Board meetings.
9. Every Board member must represent the ZGAS brand of being the best of Baruch. Thus, any communication with recruiters must be done in a professional manner.

President

1. The President is in charge of maintaining relationships with Baruch staff and recruiters and professionals from accounting firms.
2. In terms of Baruch staff, it is important to keep close contact with Stefano Verdesoto, Jack Pullara, and Justyn Makarewycz through conference calls and meetings.
3. In terms of recruiters from accounting firms, it is crucial to maintain constant contact with all the Big 4 recruiters in addition to mid-size accounting firms.
4. It is important to meet with the Presidents of other Graduate Accounting clubs (ZTAX, ZFAA, GBAP, and ZWiB) and Undergraduate Accounting clubs (BAS and BAP).
5. Closely work with all the VPs to ensure they understand their responsibilities and are completing their tasks on time.
6. Arrange all events at the beginning of each semester
7. Work closely with the Treasurer to ensure all events are within budget.
8. Do BOLT training and SPARK training; Make sure ZGAS doesn't lose its "active" status as a club.
9. Keep a positive atmosphere in the club, encourage initiative and appreciate members for their contributions.
10. Monitor the performance of all the VPs and help them with advice and guidance if they encounter a problem.
11. Obtain printing credits from Student Life
12. Maintain the vision for ZGAS and ensure everyone is embracing it.

Executive Vice President

1. Work with all members of the board to make sure they accomplish their tasks.
2. Check e-mails promptly to ensure timely response to all members and professionals.
3. Work with the president in delegation of tasks to board members.
4. Work with the President to arrange and confirm all events before new semester starts and reserve the space for all events

5. Work with members to ensure proper and timely execution of tasks assigned.
6. Assist President with all aspects of the society including but not limited to events, budget, promotion, and the society's improvement.
7. Monitor the performance of all the VPs and help them with advice and guidance if they encounter a problem.
8. Keep a positive atmosphere in the club, encourage initiative and thank members for their contributions.
9. If/when one of the VPs fails to accomplish his/her responsibilities – step in and make sure tasks are accomplished.

Secretary

1. Attend all board meetings, take meeting minutes and email it to all Board members
2. Send out reminders before deadlines to all members.
3. Maintain full set of documents of daily administrations and every event.
4. Maintain and organize ZGAS Dropbox. Give access to new members ASAP.
5. Maintain ZGAS's google group account. Add new members to the group ASAP.
6. Back up all the information that we have in Dropbox on a hard drive/flash drive and update this info every year.
7. Idea for a project: initiate a succession folder/file in which every VP would give his/her hints about how to best accomplish his/her role, what should be done to succeed and what shouldn't be done, VP's responsibilities and instructions for working with various applications/software, etc. Each VP will have its own folder/file which would be shared with the new VP member as soon as he/she gets on Board.

Treasurer

1. At the beginning of the semester, inform all members of the reimbursement process.
2. Assist members on preparing the reimbursement forms.
3. Get reimbursement forms signed and delivered in a timely manner.
4. Answer members' questions on reimbursement.
5. Check in with Baruch's accounting department to ensure all reimbursement forms have been processed.
6. Work with the President on budget planning.
7. Keep records of all club expenditures.
8. Follow up with members to confirm that their reimbursements have been received.
9. Do BOLT training, make sure ZGAS doesn't lose its "active" status as a club.
10. A shared google doc with all the planned and projected expenditures should be maintained. This allows the event planners to monitor the budget and increase transparency.

Committee of Event Planning

1. Coordinate details of all ZGAS events with all parties involved (GCMC, Firms, Other co-host clubs, attendees, etc.)
2. Obtain budget from Treasurer and adhere to it when planning on food, refreshments and gifts.
3. Create invitee list for each event with the collaboration of board; Manage the invitation list for each event (Track who is inviting who, dates invitations were sent, responses received, follow ups etc.)
4. Select catering companies to prepare food and refreshment for each event.
5. Plan appropriate seating layout for each event; Request tables, chairs, table numbers from Baruch (GCMC, Student Life, etc.)
6. Coordinate and monitor event timelines and ensure deadlines are met.

7. Initiates, coordinates and/or participates in all efforts to promote event.
8. Choose and ensure the purchase of thank you cards and gifts for professionals and/or speakers.
9. Initial conversations with professionals and help connect attendees and professionals.
10. Ensure written thank you cards are delivered to professionals and/or speakers after events.
11. Create internal volunteer list by recruiting ZGAS board and committee members for each event.
12. Assign duties to volunteers for the date of the event (Pick up food, Greeters, Sign-in desk etc.)
13. Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
14. Keep inventory of ZGAS supplies on hand that can be used for future events
15. Maintain vendor lists that can be used for future events' reference.
16. VP of Event Planning role should be more of a supervisor: this person should master delegating most of the above-mentioned tasks to his/her internal committee and other board members involved in planning the event, and then make sure all the tasks are being accomplished correctly/timely. If someone encounters a problem, VP of Event Planning should step in and help with an action/advice. All this should be accomplished by a team. Otherwise, it is too overwhelming.

Editor-in-Chief

1. Assist with the editing and preparation of the weekly newsletter.
2. Assist with editing internal and external correspondence.
3. Manage ZGAS Blog, assign events to writers and edit their pieces.
4. Attend events and write blog pieces; drafting responsibilities with IC of Editor-in-Chief staff. Post the articles on the blog in a timely manner.
5. Assist other board members such as VP of Event Planning, VP of Marketing with club events by participating in planning committees
6. Edit descriptions of upcoming events which will be included in the newsletter, published on the website and promoted through Blackboard.
7. Assist the VP of Communication with editing the newsletter on a weekly basis.

Committee of Marketing

1. Explore and implement innovative marketing strategies to increase awareness
2. Design and create marketing materials such as event flyers and posters
3. Work closely with the VP of Social Media, VP of Communications, VP of Social Events, and VP of IT to market ZGAS in various ways
4. Obtain tax exempt form and print flyers and posters for ZGAS events
5. Print nametags for all new officers
6. Print name tags for participants of ZGAS events
7. Take photos of ZGAS events
8. Select, refine and send photos to VP of IT on a timely manner to upload to the ZGAS Website
9. Design and maintain the ZGAS brochure
10. Coach Internal Committee Member of Marketing about the responsibilities of VP of Marketing
11. Manage the Blackboard promotions. Obtain list of classes from Board members. Send a reminder email for all Board members to send an email blast to their classes. Follow up to ensure Board members sent emails.

Committee of Communications

1. It is crucial to maintain the ZGAS email account by checking the inbox on a daily basis. Respond to any emails that can be handled by the VP of Communications or forward it to the appropriate Board member.
2. Sign up for other clubs' newsletters and search for pertinent information to include in our newsletter.
3. Compile and schedule weekly newsletters promptly by Sunday night (send out time is Monday morning)
4. Closely work with the Editor-in-Chief and VP of Marketing to market any new materials in the newsletter.
5. Aim to create visually pleasing newsletter with valuable information and event photos.
6. Aim to include interesting/relevant information in the "Message from ZGAS Board".
7. Post and market all ZGAS and co-sponsored events on our Instagram page, Facebook Page, Twitter and LinkedIn Group accounts.
8. Continue to post updates on all the accounts.
9. Effectively use #hashtags and reference any "@" account that is pertinent.
10. Write thank-you notes and follow-up notes to professionals and student members after all events on our social media platform.
11. Ensure the safety of Social Media accounts. Passwords should not be freely given out. If it is given to another person to live tweet an event, it should be changed afterwards.
12. Reply to professionals' and members' questions, comments and emails on social media on a timely basis.
13. Keep contact with the Executive Board members and other VPs to report and update status of social media.
14. Retweet relevant events or tweets from accounts ZGAS follows.

Committee of Information Technology

1. Constantly update and maintain the website.
2. Collect form entries and maintain spreadsheet of applicants/forms.
3. Ensure that there are no problems with the website (ie bad links) and everything looks "normal".
4. Communicate with other committees/board members and ensure they provide the necessary information/posters to post on the website.
5. Make sure the website is pleasing to the eye, professional, and easy to navigate!
6. Create a visually appealing, useful and informative website that
 - a. Gives a clear idea about what ZGAS does and who ZGAS Board Members are.
 - b. Promote upcoming events
 - c. Encourages students to join ZGAS
 - d. Provides students with useful information about how to succeed in job search, CPA exam, etc.
7. Update the website constantly with new photos, articles, posters, events descriptions, etc.
8. Archive and store old information (events descriptions, posters, blogs.... everything)
9. Keep track of the website statistics (number of views, etc) so that we can use it for future promotion, etc.
10. Create new registration/RSVP forms, retrieve information in a timely manner into an Excel spreadsheet and provide it to the involved parties.

Committee of Alumni Relations

1. Maintain a database of all Baruch accounting alumni.
2. Reach out to alumni for any job opportunities ZGAS can post on our website and weekly newsletter.
3. Create events for alumni to network with ZGAS members.
4. Maintain and develop ZGAS Alumni group on LinkedIn
5. Explore possibilities of developing relationships with ZGAS Alumni (webpage with short bios, quarterly emails, informal advisory board, various socials)
6. Lead the alumni networking events for each semester
7. Organize and follow up of “Buddy Program” which is specifically designed for ZGAS members