



Job Responsibilities

President

- Presides at Board meetings and membership meetings
- Prepares Board meeting agenda in advance of the meeting
- Keeps membership informed about National AWSCPA activities through reports at meetings, newsletters, email, etc.
- Facilitates setting of affiliate goals
- Ensure efficient affiliate operations
- Reports to Regional Director
- Delegates assignments as needed
- Assists other board members and committees as needed
- Acts as one of the primary representatives of the Affiliate to outside organizations
- Has signatory authority for checking account
- Identifies members for future board positions
- Writes President's Message article for newsletter
- Maintains copy of official Affiliate documents

President Elect

- Fills in for president, as necessary
- Assists in the performance of special projects and responsibilities not filled by any specific board member
- Holds signatory authority for checking account
- Acts as one of the primary representatives of the Affiliate to outside organizations
- Ensures that post office keys are distributed to appropriate Board members and that mail has been picked up at least twice a month
- Identifies members for future board positions
- Coordinate and plans annual dinner, including selecting speaker, choosing location and menu, sending invitations, preparing programs and nametags and all other arrangements (with assistance from a Program Committee)
- Obtains corporate sponsors for tables for annual dinner

- Completes the AWSCPA Affiliate Silver Star Award application and submits to National office by deadline

Past President

- Serves on Nominating Committee
- Assists other board members and committees as needed
- Identifies members for future board positions

Secretary

- Keeps minutes of each BOD meeting
- Distributes minutes of each BOD meeting within one week after each board meeting
- Maintains official Affiliate documents
- Maintains a list of rules approved by the Board
- Maintains a list of ideas for next year
- Maintains a list of job responsibilities, updated annually with the President
- Maintains and distributes BOD address list
- Maintains calendar with Affiliate and National events/deadlines

Treasurer

- Reviews all work performed by Assistant Treasurer
- Makes disbursements for all necessary expenses
- Coordinates the deposits of all receipts to checking account on a timely basis
- Responsible for invoicing and accounts receivable collection.
- Prepares all tax-related forms and correspondence including NYS notification of exemption from filing an annual report
- Corresponds with bank
- Holds signatory authority for checking account

Assistant Treasurer

- Prepares annual budget
- Maintains accounting records
- Prepares monthly bank reconciliations
- Prepares quarterly financial statements (balance sheet & income statement) & cash flow projections
- Works with Member Services Director to reconcile National membership listings and dues payments to Affiliate records
- Works with Program Director to reconcile program receipts and expenses.
- Assists Treasurer in making deposits and disbursements

National Liaison

- Assist affiliate with set up
- Communicate with affiliate and National on a regular basis
- Keeps affiliate informed about National AWSCPA activities

Member Services Director

- Corresponds with National to verify membership roster (at least quarterly) and as necessary. Provides information to Assistant Treasurer to reconcile receipts
- Develops ideas for programs to increase membership through contacting non-members attending meetings, coordinating efforts with National, distributing information to designated contact people at targeted firms, etc.
- Publish invitations to meetings in various trade journals, websites, newspapers, etc..
- Email invitations, reminders, announcements and other information to mailing list
- Control event RSVP's for headcount and continued contact
- Monitors Affiliate email box (check a few times a week-more often when event is pending)
- Writes new member section and member corner section of newsletter
- Sends new members a welcome letter and survey and forwards completed surveys to President

Member Services Coordinator

- Maintains membership list and updates when necessary with new information from National
- Sends hard copies of invitations and announcements to members and others on the mailing list without email addresses
- Helps cover the sign in/membership table at events
- Contacts members who have not attended meetings to obtain feedback
- Contacts members who have not renewed their membership to obtain feedback
- Contacts members for program ideas and other surveys for ideas and member needs
- Prepares follow up letter to participants after event and ensures distribution within one week after event

Director of Student Relations

- Oversees Student Relations Coordinator and Student Recruiters
- Coordinates programs with local colleges and universities
- Determines subject matter with student organization/college and speakers
- Contacts alumni or other members for participation in student presentations
- Prepares handouts for student presentations and AWSCPA information to provide to students and gives to presenters prior to the presentation
- Provides presenters with details for presentation (time, place, contact person & contact phone #)

- Provides membership and other information to student recruiters to distribute on campus (ie, scholarship and CPA review course information)
- Identifies potential student recruiters and attempts to get coverage at all area schools

Student Recruiters

- Liaise with colleges/universities and NJ Affiliate to publicize events/programs
- Provide membership and other information to students

Scholarship Director

- Determines how many scholarships will be awarded based on amount approved by the Board
- Establishes criteria/qualifications for awards and presents to Board
- Applies to National for matching funds
- Corresponds with colleges about prospective candidates and distributes applications
- Coordinates press release and postings for scholarship information in various publications and websites.
- Provides scholarship applications to the Board to select winners
- Sends thank you letters to all applicants
- Invites scholarship winners to attend annual dinner and informs President Elect
- Arranges for certificates and payments of awards
- Maintains list of former scholarship winners
- Presents scholarship award to recipient at annual dinner

Director of Publications

- Oversees Newsletter Coordinator
- Oversees production of quarterly newsletter, including:
 - Setting production timeline
 - Researching ideas for newsletter
 - Collecting articles from authors
 - Proof reading newsletter
 - Selecting advertisements for newsletter
- Designs layout with assistance from Newsletter Coordinator

Newsletter Coordinator

- Researches ideas for newsletter
- Interviews subject matter experts
- Attends industry events for newsletter coverage
- Writes articles
- Takes pictures at events for newsletter
- Reviews and proof reads newsletter

- Posts newsletter to website

Website Coordinator

- Keeps board listing on website current (positions and contact information)
- Keeps website postings accurate and organized
- Sends all program/event information, scholarship information, newsletters and other relevant information to National to post to website

Program Director

- Oversees Assistant Program Director and Program Coordinators
- Develops tentative schedule of events to be approved by the Board
- Seeks out sponsors for events
- Obtains speaker bios and arranges for introduction of speakers at events
- Corresponds with speaker in arranging events (confirmation of details, initial requests, thank you)
- Communicates agenda/time table to speaker and venue ahead of time to ensure food and beverages are served timely
- Oversees coordination on day of event to ensure that all details are attended to
- Reviews evaluation forms from events for ideas and changes
- Writes program article for newsletter

Assistant Program Director

- Works with Program Director to develop schedule of events for the year
- Maintains suggested list of speaker and topic ideas for future use
- Assists in finding potential sponsors and speakers for events
- Arranges for press coverage, when appropriate
- Assists Program Director and Program Coordinators

Program Coordinator #1

- Prepares budget for events
- Researches venues for events
- Writes up directions to venue (or provides website link) and provides to Member Services Coordinator to provide to participants
- Coordinates with venue and speaker for proper set up of tables, audio visual equipment and other requests
- Assists Assistant Program Director and Program Director

Program Coordinator #2

- Prepares invitations to event describing topic, speaker, location and registration form

- Prepares name tags for expected attendees (and brings name tags to be filled in)
- Ensures there is an adequate supply of membership and other relevant information (national conference, newsletter, scholarship information) at events
- Arranges for poster/display materials from national and set up/break down at event
- Checks Post Office box at least twice a month and distributes mail
- Assists Assistant Program Director and Program Director

CPE Coordinator

- Draft promotional material to be included in event invitations
- Prepares attendance sheet and evaluation forms for each event
- Prepares all documents necessary to obtain CPE for each event prior to each event
- Review documentation and submit to National for CPE Certificates
- Ensures that CPE certificates are distributed to participants in a timely manner
- Forwards evaluation forms to Program Committee to review
- Helps cover the sign in/membership table at events

Community Outreach Director

- Identifies charitable organizations that provide services to women (mentoring, professional development, clothing, etc..)
- Identifies opportunities to partner with these organizations
- Identifies community events that members can participate in and coordinates AWSCPA-NJ participation
- Writes articles for newsletter highlighting these organizations and events

Career Center Director

- Liaise with recruiting firms and other firms/companies to determine career opportunities available
- Maintains career center section of website
 - Posts articles and tips from recruiting firms/HR departments
 - Posts job opportunities and removes them when positions are filled
- Writes career center article for newsletter including career/job search tips and job opportunities