



2021 - 2020 Executive Team Position Descriptions



Positions Available:

President

Vice-President

Treasurer

Secretary

Marketing Director

Professional Development Director

Student Relations Director

Networking Director

Sponsorship Director

CPA Relations Director

Executive Assistant (4 positions)



President

The President serves as the presiding officer of BASS and also as a student representative of Mount Royal's Accounting Advisory Committee.

Executive Responsibilities:

- Student Representative of Mount Royal's Accounting Advisory Committee.
- Coordinating executive meetings to ensure the timely and organized completion of all BASS tasks.
- Collecting and preparing updated reports of BASS's affairs as requested
- Providing leadership support to all executives on the team
- Performing usual and ordinary duties of the office
- Overseeing all BASS affairs to ensure successful implantation of events and procedures
- Continuing the development of a strong network by acting as the main contact for students and professionals
- Managing the BASS email account to ensure that all information is up-to-date and handled in a timely matter
- Overseeing recruitment event planning
- Liaison between Students, Professionals, Faculty and Staff

Successful candidates will have the following attributes:

- Strong organizational and interpersonal skills
- Team leadership skills
- Passion for accounting and BASS initiatives
- Strong commitment to achieve BASS goals
- The ability to work as part of a team and independently
- Ability to multitask, solve problems and delegate work



Vice-President

The Vice-President works closely with the President to ensure BASS initiatives are fulfilled throughout the term.

Executive responsibilities:

- Providing direct assistance to the President in his or her responsibilities as needed
- Monitoring the progress of BASS initiatives and events
- Presiding over BASS meetings with the President
- Recruiting new members and encouraging participation in BASS events
- Aiding in organizational planning of events
- Facilitating partnerships with outside organizations including other student clubs and Professional companies
- Providing leadership support to all executives on the team

Successful candidates will have the following attributes:

- Strong organizational and interpersonal skills
- Team-oriented mindset
- The ability to work as part of a team or independently
- Ability to multitask and solve problems
- Liaison between Students, Professionals, Faculty and Staff
- Passion for accounting and BASS initiatives
- Strong mission statement and commitment to BASS goals



Treasurer

The Treasurer is responsible for maintaining, recording, and reporting the financial activities of BASS.

Executive Responsibilities:

- Maintaining and filing all relevant records related to BASS financial activities
- Recording journal entries, bank deposits, and cheques written
- Preparing invoices in correspondence to donations and other sources of funding
- Preparing financial statements including an income statement and balance sheet
- Planning and implementing an annual budget to track actual financial results to forecasted results
- Aiding in event planning and organization

Successful candidates will have the following attributes:

Strong organizational skills

- Attentive to detail
- A strong working knowledge of Microsoft Excel
- Knowledge of basic financial accounting principles and practices
- The ability to create, implement, and track an effective annual budget



Secretary

The Secretary is responsible for maintaining, organizing, and filing all necessary documents for BASS.

Executive Responsibilities:

- Recording minutes at all executive and general meetings
- Managing the BASS email account, including updating lists and answering emails
- Sending bi-weekly/ monthly mass emails to BASS members
- Managing BASS' Google drive account
- Recruiting new members on clubs days and at recruitment events
- Organizing online registrations and Google event forms
- Small tasks such as purchasing thank you gifts, supplies, and mailing out letters
- Aiding in event planning and organization
- Managing the BASS email account and professional relations

Successful candidates will have the following attributes:

- Strong organizational skills
- Attentive to detail
- Team-oriented
- Strong leadership skills
- Strong knowledge of Word and Google Forms



Marketing Director

Director provides support to the BASS Executive Team by ensuring the proper planning and execution of marketing initiatives for all events throughout the year.

Executive responsibilities:

- Organization and Leading of BASS clubs days and Bissett Networking Day
- Creation of event posters and distributing around campus
- Promotion of BASS events on the Facebook, Twitter, Instagram and LinkedIn pages
- Updating and designing the BASS website

Successful candidates will have the following attributes:

- Strong creative skills and eye for design
- Proficient experience with Word, PDF and Pages
- Strong organizational and interpersonal skills
- The ability to work as part of a team or independently
- Ability to multitask and solve problems



Professional Development Director

Director provides support to the BASS Executive Team by ensuring the proper planning and execution of Case Competitions.

Executive responsibilities:

- Organization of Case Competition events (one per semester)
- Contacting Professionals to attend and judge event
- Promotions (in collaboration with Marketing Director) for event
- Representing BASS at year round events
- Contributing to all BASS meetings and strategic goals
- Documentation of activities for future Case Competition Directors
- Assisting other directors with their jobs as needed

Successful candidates will have the following attributes:

- Strong organizational and interpersonal skills
- The ability to work as part of a team or independently
- Ability to multitask and solve problems



Student Relations Director

Director provides support to the BASS Executive Team by ensuring the proper planning and execution of Excel workshops and other smaller events.

Executive responsibilities:

- Organization of Excel Workshops (2 per semester) and LinkedIn Session (1 per semester).
- Organizing and leading classroom visits at the start of each Fall and Winter semester
- Planning of volunteer events for BASS members (1 per semester)
- Contributing to all BASS meetings and strategic goals
- Assisting other directors with their jobs as needed

Successful candidates will have the following attributes:

- Strong Excel skills and knowledge of implementation
- Passion for community involvement and volunteer initiatives
- Strong organizational and interpersonal skills
- The ability to work as part of a team or independently
- Ability to multitask and solve problems



Networking Director

Director provides support to the BASS Executive Team by ensuring the proper planning and execution of the September BASS Kick Off and the CPA Networking Dinner in the winter semester.

Executive responsibilities:

- Organization and planning of BASS Kick Off
- Organization and planning of CPA Networking Dinner
- Contacting Professionals and companies to sponsor events
- Representing BASS at year round events
- Contributing to all BASS meetings and strategic goals
- Assisting other directors with their jobs as needed

Successful candidates will have the following attributes:

- Accessible throughout the summer (to plan for BASS Kick Off event)
- Strong communication skills
- Exceptional organizational and planning skills
- The ability to work as part of a team or independently
- Ability to multitask and solve problems



Sponsorship Director

Provides support to the BASS Executive Team by ensuring the proper planning, execution of the sponsorship proposals over the summer and continued communication with the sponsors over the fall and winter semester.

Executive responsibilities:

- Organization and planning with the president of the sponsor proposal
- Contacting Professionals and companies to sponsor BASS
- Ensures BASS is meeting all sponsorship obligations
- Representing BASS at year round events
- Contributing to all BASS meetings and strategic goals
- Assisting other directors with their jobs as needed

Successful candidates will have the following attributes:

- Accessible throughout the summer (to plan for sponsorship proposal)
- Strong communication skills
- Exceptional organizational and planning skills
- The ability to work as part of a team or independently
- Ability to multitask and solve problems



CPA Relations Director

Director provides support to the BASS Executive Team by ensuring effective communication between BASS and CPA Alberta.

Executive responsibilities:

- Communicating with CPA on a continuous basis to inform them of BASS event details
- Work with Treasurer to create CPA Funding Proposal Document
- Understand CPA expectations and communicate to BASS executive team about said expectations
- BASS has enough promotional material and signage to use at events
- Receive CPA event information and share to Marketing Director to promote

Successful candidates will have the following attributes:

- Strong organizational skills
- Attentive to detail
- The ability to work as part of a team or independently
- Strong writing skills



Executive Assistant (4 positions available)

Executive Assistants provide general support to all facets of BASS' executive team and events

Executive responsibilities:

- Organization and planning of all events
- Will be assigned to directly assist a specific director & secretary (Networking Director, Marketing Director, Secretary, Professional Development Director)
- Contacting Professionals and companies to sponsor events
- Promotions (in collaboration with Marketing Director) for events
- Representing BASS at year round events
- Contributing to all BASS meetings and strategic goals
- Documentation of activities for future directors

Successful candidates will have the following attributes:

- Team-oriented
- Organizational and planning skills
- Ability to multitask and solve problems