**Fall 2012 Available Officer Positions Information**

**Required of all officer-elect members:**

* **Attend the initiation banquet on April 24, 2012.**
* **Be able to meet weekly before scheduled professional meetings (Typically on Tuesdays at 4:00 pm) during the fall 2012 semester.**
* **Be able to hold the position for full 2012-2013 academic year, if needed.**

**Available offices:**

**VP – Membership:**

Responsible for having attendance sheets at each meeting and providing these to the Reporter at least monthly. Coordinate - with Dr. Morris (faculty advisor) and Accounting Program Office - the Meet the Firms event in the fall semester and Career Fair in the spring.. Work with Director of Candidates to coordinate candidate social and fundraiser. Other duties as needed.

**VP – Service Activities:**

Work with Director of Fundraising, Director of Community Service, Director of Social Activities, and Director of Tutoring to coordinate related activities. Other duties as needed. Must be available in the summer months to work with the Director of Special Events on Meet the Firms

**VP-Annual Meeting Planning:**

Work with Dr. Jan Taylor Morris to oversee planning for the 2013 Beta Alpha Psi Annual International Meeting in Anaheim, CA. This officer **must hold this position for the entire 2012-2013 academic year** and be available to work with Dr. Morris an average of 1-2 hours per week preparing emails, answering emails, creating Excel documents, reviewing programs, and other duties as needed.