

General Requirements

The ideal candidate will...

- Be able to commit roughly 1-3 hours of volunteer time per week
- Have an eagerness to promote ASFV and our events to students
- Represent ASFV in a professional and appropriate manner
- Show an interest in helping student achieve their career goals
- Have the ability to communicate professionally and respectfully with faculty and professionals

Benefits

What will you get out of a position with ASFV?

- Extensive networking opportunities with industry professionals
- The opportunity to work in a professional team environment and develop critically important team-work skills
- The chance to improve your communications skills as you work with students, faculty and industry professionals

Position Specific Responsibilities:

President

- Chair all Board of Directors meetings.
- Mentor and provide direction to the Board of Directors
- Act as spokesperson for ASFV.
- Regularly performs housekeeping duties such as checking ASFV e-mail, checking and updating Facebook group and website, and other miscellaneous tasks
- Maintain relations and communications with key Business Administrative contacts including:
 - the UFV Administration, President, Board of Governors, and Chancellor
 - the Dean and Dean's Office
 - the Department Head of the Business Administration Program
 - the Alumni Office
 - BASA and the recognized Business Clubs

Vice President

- Motivates and supports all ASFV positions and aids the president in housekeeping duties
- Ensures the organization is living up to its mission, vision and values.
- Continuously seeks out opportunities for business students and ASFV executive and representative positions.
- Works to ensure the organization is sustainable and is responsible for executive succession planning
- Responsible for increasing the brand awareness for ASFV in general
- Act as spokesperson for ASFV.

Treasurer

- Responsible for bookkeeping and banking as well as ensuring those finances are in good standing.
- Must ensure that financial books and documents are created to comply with regulations set by society status and SUS.
- Ensures Board of Directors is kept informed about all transactions
- Ensures written cheques are co-signed with the designated positions.
- Responsible for any applications or funds or reimbursements from the Student Union Society.
- Responsible to prepare the bank statements for BASA on the last day of every month.

VP External

- Works to improve ASFV's relations with the community.
- Maintains contact with the Abbotsford, Mission and Chilliwack Chamber of commerce, and sponsoring businesses to find ways to promote business students at UFV
- Manage sponsor relationships
- Liaise with external relations department at UFV
- Maintains contact with MTI, Sprott-Shaw, and other schools in the Fraser Valley that offer accounting programs, and keeping their students up to date with ASFV information

VP Internal

- Maintain a constant relationship with students at UFV
- Keeps an organized record of meeting minutes from monthly meetings
- Keeps record of attendance at meetings.
- Liaise with business department

Social Coordinator

- Organizes at least two events per semester for all accounting students. Events must function to allow students to meet new people and network as well as have fun. Sample events include a formal ball, bowling night, dodge ball game, picnic, California kickball tournament, party bus, pub night etc.
- Organizes at least one charitable fundraiser event per school year.
- Look for feedback from students for how successful all ASFV related events have been (what they liked, what should be changed, etc)
- Actively seeks ideas from accounting students for new events

CA Ambassador

- Liaise with the CA contact person regarding upcoming events and information
- Be available to answer, or find answers, to any questions students have regarding the CA designation

CGA Ambassador

- Liaise with the CGA contact person regarding upcoming events and information
- Be available to answer, or find answers, to any questions students have regarding the CGA designation