

Officer Position Descriptions

President

The duties of the president include setting and monitoring the goals of the chapter, running chapter meetings, overseeing initiatives of the chapter, communicating with officers and faculty, planning and organizing the Mid-Year and Annual Meeting trips, submitting the abstracts for the presentations at both aforementioned meetings, and other miscellaneous items that arise. In the absence of any officers, the President is responsible for their role and the delegation of any duties if needed.

Vice President

The duties of the Vice President include researching programs and initiatives for the chapter to implement, spearheading the initiatives and recruiting members to participate in the initiatives, and supporting the president in any of their duties when needed. In the absence of the President, the VP will cover all their responsibilities and the delegation of any duties if needed.

Vice President of External Relations

The duties of the VP of External Relations include planning and organizing professional events such as Meet the Firms (with the help of the President and the Special Events Coordinator), reaching out to the firms and individuals presenting during the chapter's weekly meetings, and participating in officer meetings to discuss future club activities and initiatives.

Vice President of Membership & Candidacy

The duties of the VP of Membership & Candidacy include maintaining communication with all affiliates, candidates and members of the club, monitoring the candidate applications file and reviewing them to see if they meet the criteria, reaching out and responding to questions from the weekly meeting sign-in, and monitoring the official Beta Alpha Psi email.

Vice President of Reporting & Service

The duties of the VP of Reporting & Service include reporting all meeting and events, along with the attendees to the University through Ideal-Logic, reporting the service and professional hours to Beta Alpha Psi Nationals, helping with the planning of initiation on member night, and reporting new members to BAP Nationals.

Vice President of Media & Technology

The duties of the VP of Media & Technology include creating promotional materials, advertising events and meetings using all platforms including print media, maintaining the chapter's social media accounts, and sending weekly emails to professors detailing upcoming chapter events, meeting details, and other pertinent information.

Treasurer

The duties of the treasurer include preparing the operating budget, financial position forecast, monitoring cash flows, recording all transactions, and safeguarding the chapter's resources. The treasurer's responsibilities also include preparing the chapter's End-of-Year Report.

Vice President of Diversity, Equity & Inclusion

The duties of the VP of DEI include researching and promoting DEI initiatives, providing guidance on equity and diversity issues, raising awareness within the chapter, college, and university, responding to complaints and suggestions for the improvement of the club, and the overall promotion of fair treatment and participation for all candidates and members in the chapter.

Special Events Coordinator

The duties of the Special Events Coordinator include planning and organizing "Meet & Greet" nights during Week 1 of every term, "Member Night" and the initiation ceremony during Week 10 of every term, and planning and organizing any other special events such as the "Get the Scoop" or any firm visits.