# Committee Descriptions

### Accounting Society Mentorship-

*Members/New Initiates only*. Increase your leadership abilities by mentoring an accounting society student. Members will be paired with one accounting society student for the semester and work to help answer any questions about school, the accounting profession and/or the interview process.

2021 Honors Banquet-

Plan the banquet to honor the top 2021 Accounting Principles students. Coordinate the venue, menu and speakers for the event; obtain a list of eligible students; prepare and distribute invitations and award certificates. Committee members will attend the banquet, organize the program, arrange payment, and notify teachers of no-shows.

### Scholarship Banquet-

Plan the banquet to honor new initiates and scholarship recipients. Find location, plan entertainment, distribute invitations, design program, collect payment, and assist with registration and event operation.

### Historian/Scrapbook-

Photograph individual candidates and members in meetings, socials and community service events. Work with IS Director to post photographs on website and in our glass case on the first floor of the business building. Update the glass case with monthly events/speakers/socials.

## Proctoring 2021 Exams –

Proctor all three of the ACG 2021 exams for Prof. Cainas. You must be on time and find a replacement if unable to proctor an exam.

## Recruiting for the Accounting Profession –

Travel to a local high school and give a presentation on the accounting profession and the USF College of Business.

## Alumni Relations -

Assist the Alumni Relations Committee Chair in collecting alumni contact information and updating Alumni database. Generally an Inspire Mentor breakfast will be held at the beginning of each semester. Committee members should help plan and set up this breakfast.

## Internal Audit Committee -

This committee reports directly to the Treasurer. Duties include assisting the Treasurer in any tasks necessary.

## IS Support Committee –

This committee reports directly under the I/S Director. Committee members should have technical skills such as web design and I/T experience, or at least knowledge of WordPress.

## Gold Challenge –

Work with historian committee in capturing video of every BAP event, including all meetings and socials. Additional responsibilities include maintaining and organizing spreadsheet of video footage.

## Diversity/Inclusive Leadership Initiative –

Assist committee chair in orchestrating a joint event with a student organization promoting diversity. Additionally, there will be a possibility of involvement with Best Practices.

## Couponing Committee –

Each committee member is in charge of organizing, recording, and reporting their stores’ total savings, each week, to the committee chair. At the end of each semester, all products are donated to different charities around Tampa.

## Career Fair Coordinator –

*Members/New Initiates only.* Organize and communicate career fair volunteer shifts for all three (3) of USF's career fairs. Committee must ensure that each candidate volunteers at two shifts and communicate any delinquencies to the Vice President.

## Beta Buddies –

*Members/New Initiated only.* Assist committee chair in formulating ideas for the weekly challenges. Help ensure that the points are collected and updated on a timely basis.

## Beta Bodies –

## Assist committee chair in formulating ideas and carrying out chapter activities focused around fitness.

## Cupcake Committee –

To give back to our wonderful candidates and members, the Cupcake Committee compiles all birthdays from the beginning of the semester survey and makes cupcakes for each member/candidate on the month of their birthday.

## Refreshments Committee –

Get refreshments and snacks from the Beta Alpha Psi office and transfer them to and from the room where the meetings will be held. Also involves straightening up of the room afterward.

Committee is responsible for planning and coordinating Faculty Luncheon every Fall semester. Organize food to be served as well as a thank you to our devoted professors.

## Best Practices Coordinator –

Work to create strong presentations that fall within the guidelines promulgated by Beta Alpha Psi (Nationally) every year.

Prepare for Regional competition held in the Spring. Finalists go on to compete at the National conference held each Summer.

## Bylaw Update –

Update bylaws as the Chapter progresses to ensure that our bylaws properly reflect the dealing of the Delta Gamma Chapter while simultaneously falling in line with the requirements of Beta Alpha Psi National and the University of South Florida.

## Leadership Conference –

Assist chair in determining and finalizing the location, breakfast, lunch and activities of the Leadership Conference held at the beginning of each semester. Work with Beta Buddy chair/committee in announcing beta buddies at event.

Interview Process Committee –

Assist committee chair in preparing a presentation and deliverables focused on helping candidates become better prepared for Career Fair and subsequent interviews.

Community Service Committee -

Coordinate community service events and work with IS Director to update the website accordingly. Take attendance at each community service event to give to the Reporting Secretary.

Tutoring Committee -

Coordinate and monitor BAP Candidate tutoring for principles of financial and managerial accounting classes. Committee should set the tutoring schedule at the beginning of semester and check the sign in sheet on a weekly basis, notifying candidates who have missed of any no shows recorded. Committee is responsible for periodically reporting to the Vice President any candidates who are delinquent in tutoring hours.

Resume Workshop -

Committee members work to help candidates improve their resumes in preparation of the accounting career fair.

Mock Interviews -

*Members/New Initiates only.* Coordinate with candidates and professionals alike in organizing mock interviews. Committee members must help set up, break down and oversee the event.

Social Committee -

Coordinate and oversee social events to be held for the Delta Gamma chapter throughout the semester. These social events are separate from the firm socials, and are focused solely on creating a more collaborative community of members.

LinkedIn Committee -

*Members/New Initiated only*. Find qualified professional to speak to candidates about optimizing their LinkedIn Presence. Committee members will plan the event, invite candidates and confirm that all candidates have created a LinkedIn account by the end of the semester.