

CPAC EXECUTIVE BOARD INFORMATION SESSION

2017-2018

**If you have any questions feel free to contact
our President: president@polycpac.com.**

2015 – 2016 Club of the Year, Cal Poly Associated Students, Inc.

PRESIDENT

Weekly presentations

Board meeting agendas

CPAC Your Bags organization

Prospective members meetings

Faculty relations

Support other officers

Board bonding (quarterly retreats)

Goal setting

Transition dinner

Help pick up slack anywhere

Constantly thinking of ways to improve CPAC and support officers

Big time commitment: > 10 hours per week

VP OF PROFESSIONAL EVENTS

Organize with committees to plan Spring Banquet, Fall Symposium, and Careers in Accounting Day

Work with board, faculty and students to plan events

Work closely with faculty advisor

Big time commitment

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VP FIRM RELATIONS

Work with Advisor and President to create schedule for the year

Alumni relations

Communicate with firms about weekly meeting logistics

Thank You emails

Maintain firm contact list – using Wild Apricot

Case competition planning

Coordinate with publicity about advertising meetings

Weekly food



TREASURER

Budget projection in beginning of year
Make adjustments later if necessary

Use Quickbooks to record all revenue and expenses related transactions

Deposit any cash/check and submit Payment Request Forms for reimbursements

Reconcile all transactions with CPAC transaction report from ASI

Membership/Roster Management -> with help of deputy using Wild Apricot

You get exposure to everyone including firms, faculty, committees, CPAC members!

SECRETARY

All Star points

Board meeting minutes

Weekly Raffle

Board Nametags

Arrange gifts for incoming / outgoing board




DIRECTOR OF PROFESSIONAL DEVELOPMENT

► Upper-Class

- Responsible for assembling and running the Upper-Class ACE Committee.
- Coordinate monthly professional development events (etiquette luncheon, mock interviews, resume reviews, etc.)
- Coordinate at least one intern panel.

► Lower-Class

- Responsible for assembling and running the Lower-Class ACE Committee.
 - Coordinate monthly professional development events (etiquette luncheon, mock interviews, resume reviews, etc.)
 - Coordinate at least one Summer Leadership Program panel.
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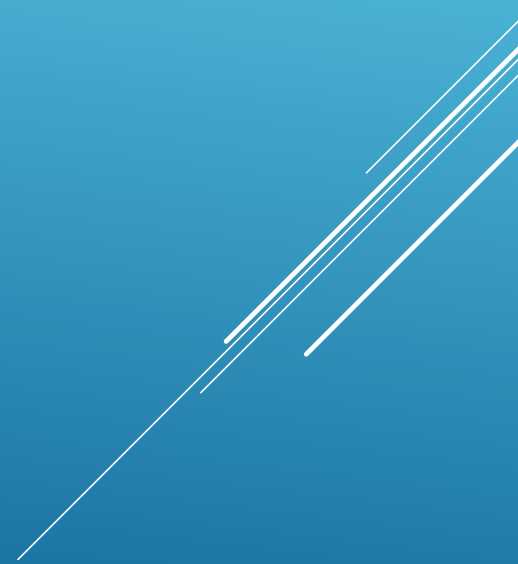
DIRECTOR OF PUBLICITY

- ▶ Promotional Materials
 - ▶ Outreach Events
 - ▶ Open House
 - ▶ WOW
 - ▶ Tenaya Events
 - ▶ Communication with Students
 - ▶ Social Media
 - ▶ Weekly Club Emails
 - ▶ Sandwich Board/Posters/Digital Signage
 - ▶ Social Media Deputy
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DIRECTOR OF COMMUNITY RELATIONS

OCOB Olympics

Giving Back events



DIRECTOR OF SOCIAL ACTIVITIES

Day in the Park (Committee)

IM Sports (Quarterly)

Activities with other clubs (Quarterly)

Buddy and Transfer Mentor Programs

Qualities: Charismatic, Encouraging, Patient, Strong desire to work with others

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DIRECTOR OF TECHNOLOGY

Google Drive

Update Website

Maintain Email Accounts

Update CPAC Calendar



BOARD APPLICATION & SELECTION PROCESS

- ▶ President
- ▶ Vice President of Firm Relations
- ▶ Vice President of Professional Events
- ▶ Treasurer
 - ▶ Application DUE Friday, Jan. 27
 - ▶ May run for up to 2 positions
 - ▶ Required to have been a CPAC member for 3 quarters or participated on a CPAC Committee
 - ▶ Selected by current CPAC Board after interviews
 - ▶ If not selected for these positions you may choose to run for the other positions
- ▶ Secretary
- ▶ Director of Publicity
- ▶ Director of Community Relations
- ▶ Director of Social Activities
- ▶ Director of Upper-Class Professional Development
- ▶ Director of Lower Class Professional Development
- ▶ Director of Technology
 - ▶ Application DUE Friday, Feb. 10
 - ▶ May run for up to 2 positions
 - ▶ Coordinate monthly professional development events (etiquette lunch, mock interviews, resume reviews, etc.)
 - ▶ Elected by members after 1 min speech

All officers must have at least a 2.80 Cal Poly cumulative GPA at the time of nomination and election, and must maintain a quarterly 2.80 GPA while in office.

CPAC EXECUTIVE BOARD



Thank you for your interest in CPAC!

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President: president@polycpac.com