**Please read the board responsibilities carefully before you submit your application  
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**Board Member of Secretary Committee**  
1. Attend all board meetings, take meeting minutes and email it to all Board members  
2. Send out reminders before deadlines to all members.  
3. Maintain full set of documents of daily administrations and every event.  
4. Maintain and organize ZGAS Dropbox. Give access to new members ASAP.  
5. Maintain ZGAS’s google group account. Add new members to the group ASAP.  
6. Back up all the information that we have in dropbox on a hard drive/flash drive and update this info every year. We previously had issues with data being accidentally deleted from Dropbox by mistake. If it’s deleted it can’t be restored (or at least we haven’t figured out how yet)  
7. Idea for a project: initiate a succession folder/file in which every VP would give his/her hints about how to best accomplish his/her role, what should be done to succeed and what shouldn’t be done, VP’s responsibilities and instructions for working with various applications/software, etc. Each VP will have its own folder/file which would be shared with the new VP member as soon as he/she gets on Board.  
  
**Board Member of Event Planning Committee**  
1. Coordinate details of all ZGAS events  
2. Obtain budget from Treasurer and adhere to it.  
3. Create invitee list for each event with the collaboration of board.  
4. Manage the invitation list for each event (Track who is inviting who, dates invitations were sent, responses received, follow ups etc)  
5. Select catering companies to prepare food for event.  
6. Ensure the purchase of refreshments for each event  
7. Ensure appropriate utensils, food supplies and beverages are chosen and brought to each event  
8. Plan appropriate seating layout for each event.  
9. Request tables, chairs, table numbers from Baruch (GCMC, etc). Double-check the room set-up with Ellen before the event.  
10. Create schedule of events.: develop ideas for the next semester events and discuss them with ZGAS Board/conduct voting.  
11. Coordinate and monitor event timelines and ensure deadlines are met.  
12. Initiates, coordinates and/or participates in all efforts to publicize event.  
13. Prepare presentations.  
14. Choose and ensure the purchase of thank you cards for professionals and/or speakers.  
15. Personally thank all professionals/speakers at events  
16. Ensure written thank you cards are delivered to professionals and/or speakers  
17. Create volunteer list by recruiting ZGAS board and committee members  
18. Supervise event set up  
19. Assign duties to volunteers for the date of the event (ex. sign-in desk etc)  
20. Manage correspondence (such as invitation templates, follow up templates, direction templates for professionals etc)  
21. Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.  
22. Keep inventory of ZGAS supplies on hand that can be used for future events  
23. Coordinate with marketing, communications and social media board members on when to send out pre- and post event announcements  
24. Send out debriefs on events that are led or co-led  
25. Maintain vendor lists that can be used for future events and share it with VP of Social Events  
26. VP of Events role should be more of a supervisor: this person should master delegating most of the above-mentioned tasks to his/her internal committee and other board members involved in planning the event, and then make sure all the tasks are being accomplished correctly/timely. If someone encounters a problem, VP of Event Planning should step in and help with an action/advice. All this should be accomplished by a team. Otherwise, it is too overwhelming.  
 **Board Member of Editor in Chief Board Committee**  
1. Assist with the editing and preparation of the weekly newsletter.  
2. Assist with editing internal and external correspondence.  
3. Manage ZGAS Blog, assign events to writers and edit their pieces.  
4. Attend events and write blog pieces; drafting responsibilities with IC of Editor-in-Chief staff. Post the articles on the blog in a timely manner.  
5. Assist other board members such as VP of Event Planning, VP of Marketing with club events by participating in planning committees  
6. Edit descriptions of upcoming events which will be included in the newsletter, published on the website and promoted through Blackboard.  
7. Assist the VP of Communication with editing the newsletter on a weekly basis.  
  
**Board Member of Social Media Committee**   
1. Post and market all ZGAS and co-sponsored events on our Facebook Group, Facebook Page, Twitter and LinkedIn Group accounts.  
2. Continue to post updates on all the accounts.  
3. Ensure all ZGAS Board members are following all our accounts.  
4. Live Tweet all ZGAS events on the Twitter account.  
5. Effectively use #hashtags and reference any “@” account that is pertinent.  
6. Write thank-you notes and follow-up notes to professionals and student members after all events.  
7. Ensure the safety of Social Media accounts. Passwords should not be freely given out. If it is given to another person to live tweet an event, it should be changed afterwards.  
8. Work with our photographer and VP of IT and post event pictures on social media.  
9. Work with our Editor-in-Chief and VP of IT to promote our events’ blog on social media.  
10. Work with our VP of Communication to help promote our social media and increase the number of followers for social media. A goal is to increase followers and likes by 15-20% every semester.  
11. Work with our VP of Alumni in maintaining our relationship through the Linkedin Alumni group.  
12. Reply to professionals’ and members’ questions, comments and emails on social media on a timely basis.  
13. Keep contact with the Executive Board members and other VPs to report and update status of social media.  
14. Promote ZGAS and ZGAS’s events through networking with the student body and professionals to maximize followers and online traffic.  
15. Retweet relevant events or tweets from accounts ZGAS follows.  
  
**Board Member of Marketing Committee**   
1. Explore and implement innovative marketing strategies to increase awareness  
2. Design and create marketing materials such as event flyers and posters  
3. Work closely with the VP of Social Media, VP of Communications, VP of Social Events, and VP of IT to market ZGAS in various ways  
4. Obtain tax exempt form and print flyers and posters for ZGAS events  
5. Print name-tags for all new officers  
6. Print name tags for participants of ZGAS events  
7. Take photos of ZGAS events  
8. Select, refine and send photos to VP of IT on a timely manner to upload to the ZGAS Website  
9. Design and maintain the ZGAS brochure  
10. Coach Internal Committee Member of Marketing about the responsibilities of VP of Marketing  
11. Manage the Blackboard promotions. Obtain list of classes from Board members. Send a reminder email for all Board members to send an email blast to their classes. Follow up to ensure Board members sent emails.  
  
**Board Member of Communications Committee**   
1. The VP of Communications must maintain the list of new and old members’ contact information. It is important that all the data is accurate and up to date.  
2. It is crucial to maintain the ZGAS email account by checking the inbox on a daily basis. Respond to any emails that can be handled by the VP of Communications or forward it to the appropriate Board member.  
3. Sign up for other clubs newsletters and search for pertinent information to include in our newsletter.  
4. Work with the other clubs to help co-market each others’ events.  
5. Send weekly newletters promptly by Saturday. (in batches of 500 only during a 24 hour period)  
6. Closely work with the Editor-in-Chief and VP of Social Media to market any new materials in the newsletter.  
7. Explore various platforms for creating newsletters, and aim at creating a visually pleasing newsletter.  
8. Aim to include interesting/relevant information in the “Message from ZGAS Board” section, and as many links and pictures as possible. If the links/pictures are not provided by ZGAS members, do a google search.  
9. Make sure that when people open emails, they don’t have to scroll down 500 emails (not only it’s inconvenient and decreases the chance of the newsletter being read, it raises the issue of the privacy of the students’ personal information)  
  
**Board Member of Social Events Committee**  
1. Create events for ZGAS to network with professionals and students.  
2. Liaison with GSA to maintain a list of upcoming social events for graduate students.  
3. Seek out venues that are spacious and priced appropriately for students.  
4. Work closely with VP of Alumni Relations, liaisons from other graduate clubs, and recruiters to create fun events for everyone.  
  
**Board Member of Information Technology Committee**  
1. Constantly update and maintain the website.  
2. Collect form entries and maintain spreadsheet of applicants/forms.  
3. Ensure that there are no problems with the website (ie bad links) and everything looks “normal”.  
4. Communicate with other committees/board members and ensure they provide the necessary information/posters to post on the website.  
5. Make sure the website is pleasing to the eye, professional, and easy to navigate!  
6. Create a visually appealing, useful and informative website that  
a. Gives a clear idea about what ZGAS does and who ZGAS Board Members are.  
b. Promote upcoming events  
c. Encourages students to join ZGAS  
d. Provides students with useful information about how to succeed in job search, CPA exam, etc  
7. Update the website constantly with new photos, articles, posters, events descriptions, etc.  
8. Archive and store old information (events descriptions, posters, blogs….everything)  
9. Keep track of the website statistics (number of views, etc) so that we can use it for future promotion, etc  
10. Create new registration/RSVP forms, retrieve information in a timely manner into an Excel spreadsheet and provide it to the involved parties.