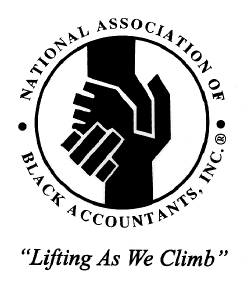
**MICHIGAN STATE UNIVERSITY**



# **2023-2024 Executive Board**

# **Application** **National Association of Black Accountants**



**Michigan State University Chapter**

The National Association of Black Accountants is dedicated to the development of intensive programs to increase participation and professional advancement in the fields of Accounting and Finance.

**OBJECTIVES:**

• Assist in the recruitment and retention of students in accounting and finance.

• Build and maintain a working relationship between accounting and finance professionals, Corporate America and students.

• Help prepare students for advancement in the areas of accounting and finance.

• Inform current and incoming students of career paths and business trends within accounting and finance fields of study.

**ACTIVITIES . . .**

• Fundraising & community service activities

• Leadership Opportunities

• Professional, corporate and peer networking

• Professional conferences and workshops

## \*NABA membership is open to all Michigan State University students. Bi-weekly meetings are held throughout the semesters.

## \* NABA is a partner organization with the Multicultural Business Students of MSU, Women in Business, the Native American and Hispanic Business Students, Black and Broad, Spartan Pride, and Broad International Student Council.

\*For more information on the National Associations of Black Accountants, Incorporated visit our website: [www.msunaba.weebly.com](http://nabainc.org/) or contact Vineeth Kallumkal at kallumk2@msu.edu.

# **2023-2024 Executive Board Job Descriptions**

# **President**

* Facilitate growth for all executive board members.
* Create agendas and lead all executive board and general membership meetings.
* Represent NABA at monthly Council of Presidents meetings.
* Meet weekly with the organization advisor.
* Coordinate activities of all executive board members.
* Help organize large events, such as site visits, mock career fair, and NABA Leadership Conference.
* Maintain organization records.
* Network with corporate representatives, university representatives, and others.
* Develop strategies to obtain funding for the organization and its events.
* Assist with coordination of the Mentor/Mentee program.
* Coordinate funding through ASMSU and the College Capital Campaign as well as present to the committees in conjunction with funding for the organization as a whole.
* Implement a performance management evaluation program at the beginning of each year.
* Update Jupiter Drive on a bi-weekly basis.
* Check email in addition to Gmail calendar on a weekly basis

# **External Vice President**

* Establish contact with corporate recruiters for the purpose of coordinating site visits, gaining speakers for meetings, and soliciting donations for the organization.
* Coordinate large event dates with Advisor, President, and the staff of Multicultural Business Programs.
* Coordinate presentations for general membership meetings, including designating speakers and presentation topics.
* Maintain records of past presentation and site visit information.

**Internal Vice President**

* Serve as a liaison between the association and other organizations; aid in coordination of events in conjunction with those organizations.
* Meet with Executive Board members twice per semester to maintain positive internal relations and serve as a liaison and mediator for necessary communications.
* Facilitate project management for event chairpersons through periodic review and feedback while meeting with executive board members throughout each semester.
* Facilitate Mentor/Mentee events for the organization.

# **Treasurer**

* Create budgets for upcoming fall and spring semesters.
* Update budgets and actual monies as necessary and send to the President biweekly.
* Prepare deposits and take deposits to bank as needed.
* Reimburse other executive board members for all expenditures.
* Coordinate membership applications and dues with Membership Chair.
* Help budget and plan large events, such as site visits and the NABA Leadership Conference.
* Review and approve budgets of other executive board members’ events.
* Responsible for ordering and replenishing all food and beverages for each General Membership Meeting. Coordinate this responsibility with the External Vice President as necessary due to corporation funding.
* Maintain an accurate database with new and past budgets.
* Provide updated balances of each account and current/future budgets for each Executive Board meeting.
* Assist with funding such as the ASMSU and College Capital Campaign funding forms.

# **Secretary**

* Record minutes for general and executive board meetings and e-mail these minutes to the appropriate parties.
* Update the e-mail database at the beginning of the year and after every meeting.
* Maintain the NABA e-mail account, including answering the membership’s questions through e-mail.
* Send out meeting reminders.
* Coordinate with publicity chair to update the website in addition to blogging about various upcoming events and topics.
* Coordinate updates and maintain the PowerPoint for General Membership Meetings.
* Facilitate the planning and organization for the Skills to Success program.

**Fundraising Chair**

* Review budget and set fundraising goals.
* Create a strategic fundraising plan for each semester. Create and implement your own action plan to share and report status of events with executive board.
* Work with publicity chair to advertise fundraising events around campus.
* Create a committee in order to generate fundraising ideas and motivate members to participate. Set in advance dates, times, and locations of committee meetings a semester in advance.
* Establish and maintain contacts with businesses with fundraising opportunities.
* Maintain accurate records of past events, including advice and tips for future Fundraising Chairs.
* Maintain a binder to document past fundraising events and contact information.
* Create at least two fundraising events per semester.

# **Community Service Chair**

* Create a strategic community service plan for events held each semester. Create and implement your own action plan to share and report status of events with executive board.
* Continually update the President of upcoming events and results.
* Maintain organization records.
* Present a positive and caring image to the community and its members.
* Create a committee in order to generate community service ideas and motivate members to participate. Set in advance dates, times, and locations of committee meetings a semester in advance. Run organized, productive, and interactive committee meetings.
* Maintain a binder to document past community service events and contact information.
* Create at least two community service events per semester.

# **Publicity Chair**

* Make, copy, and distribute fliers for all NABA events.
* Create a strategic publicity plan for each semester. Create and implement your own action plan to share and report status of events with executive board. Also, coordinate publicity in advance for larger events such as the NABA Leadership Conference.
* Create a Tuesday/Thursday Tip of the Day (Various Professional/Business Tips) for NABA Instagram, Twitter and Facebook. Update all social media weekly.
* Create and send invitations for NABA events, including Facebook and other online media communication devices utilized.
* Submit information for the Eli Broad College of Business email list as well as the plasma screens.
* Create a tri-fold to use for recruitment of members. Update during Multicultural Business Programs Leadership Training.
* Send notice of NABA events to the local media, the business college, and others.
* Create a committee in order to generate publicity ideas and motivate members to participate. Set in advance dates, times, and locations of committee meetings a semester in advance. Run organized, productive, and interactive committee meetings.
* Delegate each Executive Board member as well as your committee members a designated zone each year to post fliers, etc.
* Maintain a binder to document past publicity ideas and contact information.
* Publicize all events at least two weeks in advance.
* Create and update the newsletter for each general membership meeting. Send newsletter to membership weekly.

## Membership Chair

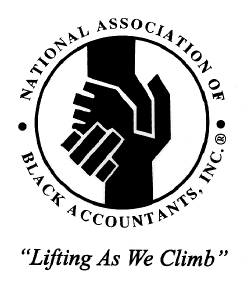
* Must have strong organizational skills.
* Contact individuals and businesses to obtain information about possible events.
* Maintain a binder to document past social events and contact information.
* Prepare sign-in sheets for events and record attendance for each event.
* Partner with the Treasurer to budget each event in efforts to make each event as minimal cost to the members as possible.
* Create and maintain a membership database consisting of paid members, points, and attendance at all NABA events.
* Create at least two social events per semester.
* Plan all events at least two weeks in advance.

**SCREP Chair**

* Take pictures at every NABA event and update NABA portfolio and Board.
* Report to Nationals about the MSU chapter events, members, general membership meetings, etc. (SCREP Report)
* Communicate with Publicity chair for updates on social media with pictures
* Fax in SCREP report to Nationals every trimester.
* Join committee for the End of the Year Gala as a representative.
* Recruit members to represent NABA in Multicultural Heroes Hall of Fame Case Competition.

**Executive Board Application**

**2023-2024 Academic year**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MSU PID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Graduation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSU Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cumulative GPA:\_\_\_\_ Business Pre-Core GPA:\_\_\_\_\_ Attend MBP’s Next Top Leader? \_\_\_\_\_\_\_

**Please list your first position you will be running for:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list your second choice position you will be running for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please list your third choice position you will be running for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

On an additional sheet of paper please answer the following questions (responses should be typewritten):

1. What events have you participated in with NABA and Multicultural Business Programs this year?
2. Why are you applying for this/these position(s)?
3. Please provide a detailed plan for NABA event, related to your primary position that you would organize for the next academic year.
4. Please share three new event or program ideas that NABA could do that we have never done before.
5. What role do you think NABA should serve with Multicultural Business Programs and the other MBP student organizations?
6. What are your strengths and areas of growth?

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* + - * Resume
      * Essay Question Answers
      * Tentative class schedule for Spring Semester 2023 by **11:59pm on March 20, 2023.** Email the application to Vineeth Kallumkal (kallumk2@msu.edu).
* **Secure NABA Advisor(s) Signature** - Schedule appointment with Dr. Wayne Nesbitt ([nesbitt@broad.msu.edu](mailto:nesbitt@broad.msu.edu)).
* At elections, each nominee will make one 4-minute presentation for their primary position and one minute greeting for the other two positions.
* All applicants must be paid members of NABA and in good standing.
* All applicants must be students at MSU and have a 3.0 GPA or higher.
* **If you have any questions about the application or election process please contact Vineeth Kallumkal at kallumk2@msu.edu.**

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