

# Finance Association Bylaws

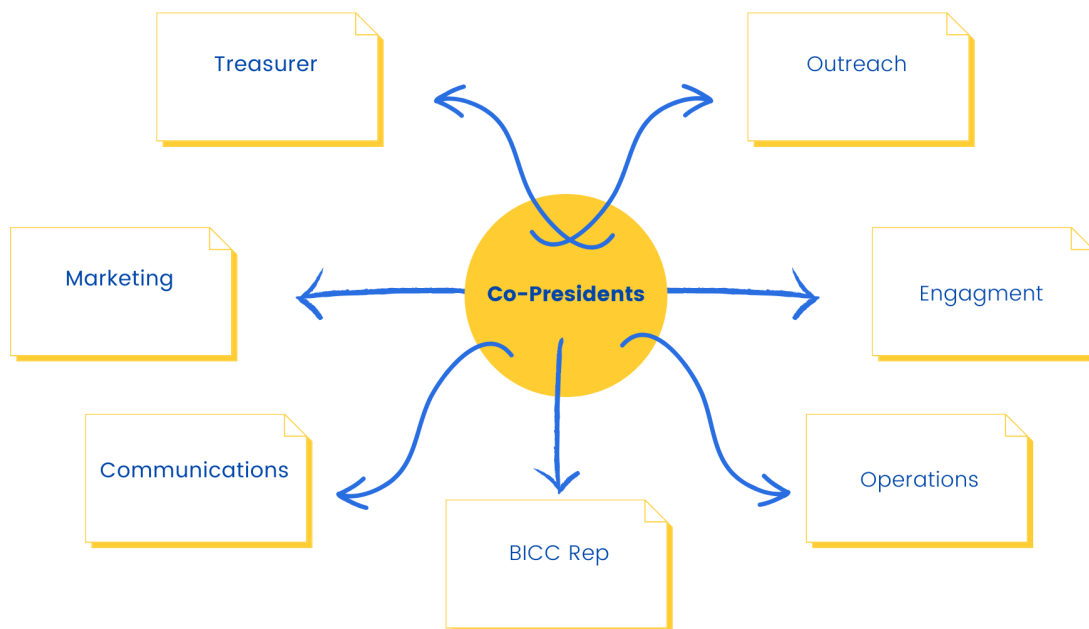
*Last updated 8/18/24*

This document is a guide for next semester's leadership. This document entails what are the duties of each position and best practices. As next year's president(s), this will be your way of overseeing the board in a strategic way.

It is recommended that any amendments to this document should be discussed by the board. Amendments include:

- Adding or removing a Board position
- Making major changes to positions
- Restructuring of organization hierarchy
- Making major changes to strategic plans

## Current Board Structure:



## I. Co-Presidents

A. The main focus of the presidency role is to oversee execution of all events. The roles that report directly to the president include the following:

1. Outreach
2. Engagement
3. Treasurer
4. Marketing
5. Operations
6. Communications
7. BICC Representative

- B. The president(s) are to develop a strategy to increase and retain membership through outreach and engagement events. The President(s) must be in communication with the Treasurer and Operations for the execution of these events.
- C. The president(s) are to create a form defining strategic goals of each board member. It is best to define and quantify goals to assess the performance of each board member. This will help strategize and find best fits for future board members.
- D. The president's role is to create an agenda and lead all board meetings.
- E. President(s) are to interact with all outside sources to integrate them into the club. This includes BICC, Career Center, Finance Department and all other external communications.
- F. The President(s) are to select new board members with the assistance of the *\*Vice President\* (If elected in the future)*. An additional board member may be integrated in the selection process in relation to the selection of position.
- G. President(s) are to create and facilitate communication of the monthly calendar to ensure all board members know of upcoming events.

## **II. Treasurer**

- A. The treasurer's main focus is to manage the finances of the organization.
- B. The treasurer is to inform the board members of the account balance when there are changes.
- C. Treasurer must manage reimbursements from BICC and Board members.
- D. Treasurer is to develop a budget for all position holders.

## **III. Marketing**

- A. Marketing's main focus is to manage social media accounts.
- B. Marketing is to develop a marketing strategy for social media accounts that includes a posting schedule, content schedule, and social media theme. They are to collaborate with graphic design to develop these strategies.
- C. Marketing is to answer all inquiries from social media accounts, and refer to Co-Presidents for uncertainty.
- D. Social Media Accounts include:
  - 1. Instagram
  - 2. TikTok
  - 3. LinkedIn
- E. Create a marketing Calendar

## **IV. Communications**

- A. Communications position is to communicate all organization updates, events, and opportunities. Communications are to send out weekly emails through the newsletter
- B. Facilitates discussion and community on communication channels such as Discord.

- C. Lets executive leadership know about possible contacts that reach out to the FA email (Professionals who want to work with us, Fin Department notifications, Scholarship opportunities etc).
- D. Establish and nurture relationships with alumni by maintaining an up-to-date alumni contact list, regularly reaching out, and ensuring they are informed in the club's activities.

## **I. Operations**

- A. Directors of Operations is focused on the logistics of physical necessities for all Finance Association events. They are to provide refreshments for events and creation of presentations. Presentations must include all updates within the club.
- B. Social Matters

## **II. Engagement**

- A. Knowledge of recruiting and networking tips.
- B. Creation of career/ internship guides.
- C. Host resume reviews and mock interviews.
- D. Reach out with TCM/SMIF for networking/technical skills workshops.
- E. Helping prep new recruits.

## **III. Outreach**

Reaching out to speakers for each semester

- 1. See what people are leaning towards (with friends, classes, ect).
- 2. Survey to members, seeing what people are interested in.
  - a) Google forms
- 3. Min 2, but the more the merrier
- 4. *For the Fall, find speakers that are actively recruiting*
- 5. <https://alumni.fullerton.edu/studentoutreach/titanpronetwork.php>

### **B. Utilize Titan Pro network to reach out to Alumni, LinkedIn**

- 1. <https://alumni.fullerton.edu/studentoutreach/titanpronetwork.php>
- C. Facilitate guest speaker events
- D. Start reaching out ASAP

## **IV. Inter-Club Relations**

- A. Role Description - Someone who is truly dedicated to being the BICC rep in FA. Must never miss a single meeting and is capable of transmitting the message of BICC to FA leaders and forging relations within BICC. Will also be called the Director of Interclub Relations as not only would they be BICC rep, but outside of BICC, they will forge club relations with other clubs' board members and assist in either cross-promotion of each other events, facilitating club collaborations, and handling membership (more details below).
  - 1. Membership - In the future we may want to collaborate with clubs to do a multi-club membership fee. Meaning one payment will give people access to multiple business clubs and events. To ensure smoothness and

membership tracking this role would require constant reporting of membership attendance to other clubs involved in this joint membership (Cause some classes offer extra credit for other clubs, member of month stuff, etc.). For example if a BAP member goes to a FA event, the Director of Interclub Relations would report to BAP that the member attended the FA event so BAP could give that member professional workshop hours on their record.

2. Suppose we do not have a multi-club membership. In that case, the Director of Interclub Relations can ask the other clubs if they would like their member data reported to them for recordkeeping whenever we do events open to the campus. Ex. FA Career fair if people from other clubs visit the fair you can report their attendance to other clubs so that club can track their attendance.
3. Summer: You can reach out and plan collaborations during the summer. Work with executive leadership to figure out events and planning. Some fun multi-club events you can do with our operations and other clubs' operations directors include: golf social, beach social, networking banquets, multi club career fair, and etc. Your role is to facilitate the discussion and organization between the two or multiple club teams to ensure that these events are executed with synergy.