

**President**

Job Description

Reports to: Board of Directors

Prepared: March 2016

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# Job Summary

The President of CAA provides leadership and strategic planning to achieve and maintain the CAA’s mission and vision; he/she facilitates organizational growth and professional development of all members. The President oversees operations and represents all members of CAA when making decisions to maximize efficiency, effectiveness and impact. The President is also responsible for creating and maintaining partnerships between the CAA and other external organizations. He/she is also responsible for securing the CAA’s funding, creating and presenting both the annual Sponsorship Proposal and Lead Sponsorship Proposal.

# Essential Functions

* Chairs all CAA Executive Meetings
* Attends all President and CPABC meetings
* Conducts and Monitors the CAA’s Strategic Plan:
  + Establishing the CAA’s annual goals and objectives
  + Creating initiatives and events for achieving its strategic plan
* Creates and presents all sponsorship proposals, including but not limited to:
  + The annual Sponsorship Proposal to accounting firms operating in Greater Vancouver
  + The Lead Sponsorship Proposal to CPABC
* Management of financial resources:
  + Conducting strategic resource planning with the Director of Finance
  + Creates the budget proposals for any potential sponsorship
  + Forecasts CAA budget and expenses on yearly intervals
* Prepares and presents the financial section of annual reports given to the Board of Directors
  + Provides financial records, analytical graphs/charts, rationale for spending, ROI implications
* Ensures the compliance of financial policies, procedures, and regulations from CUBES and other Associations
* Increase engagement and participation through social events and other innovative ideas
* Oversees and leads all CAA activities and events

# Working Conditions

The President spends a vast amount of time on the computer (i.e. data entries, emails, etc.), in meetings, and also at events.

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| Time commitment | 4 – 8 hours per week |
| Duration | 13 months  (March – April of the next year) |

# Qualifications and Skills Required

* Taken at least the basic level accounting courses
* Strong leadership and teamwork skills
* Professional communication skills
* Adept at presentations and public speaking
* Exceptional interpersonal skills
* Independent and proactive worker
* Proficient in Microsoft Office (Word, Excel, and PowerPoint)
* Proficient in Gmail, and Google Docs.
* Comfortable with giving constructive feedback
* Organized and meticulous

# Personal Benefits

* Networking with business student body
* Networking with the business community
  + Potential job offers and career advancement
* Extracurricular activity to enhance your resume
  + Benefits career and getting scholarships
* Gain experience in:
  + Accounting
  + Financial management
  + Budgeting
  + Cash and Risk Management
  + Leadership
  + Strategic thinking
  + Operational management
* Enhance communication skills and writing skills
* Develop problem solving skills