

2020-2021

EXECUTIVE

RMIT ACCOUNTING STUDENTS' ASSOCIATION



Executive Roles

ROLE As part of the executive team, you will collaborate with the other execs to make RASA a successful club. It is important to understand that you will have to treat this role as a part-time job.

COMITTMENT 72 hours per semester
Must attend all meetings
Must attend all events
Must be proactive and communicative with the team

President

Main Responsibilities

The President of any Student Association provides clear vision and direction for their respective Student Association for the duration of their one-year term. The President will liaise with stakeholders from sponsorships, the College of Business, RUSU (RMIT University Student Union), BSA (Business Student Association), various RMIT departments and external organisation such as members of their School's (E.g. School of Management) Advisory Board.

The President promotes and advocates for their Executive Committee, General Committee and members through various activities. These include strong networking skills, securing sponsorships, creating social and industry related events and creating various workshops, creating information sessions aimed at the professional development of their members and ensuring the increased visibility of their Student Association throughout the University.

This role will require the application to incorporate various business theories and frameworks into weekly operations and activities of the student association.

Additional Responsibilities

- Coordinate and execute own projects pending approval from the President
- Collaborate and or support other team members executing their own roles/projects

Stakeholders

- The President will work closely with all executive and committee members.
- External stakeholders will include BSA (Business Student Association), COBACS (College of Business Academic Clubs)
- RUSU (RMIT University Student Union)
- Various RMIT University Departments
- Industry Partners

Skills

- Leadership skills
- Coaching skills
- Team building skills
- Office administration skills
- Effective communication skills
- Planning & organisational skills
- Networking Skills
- Negotiation Skills

Experience

- Leadership and Teamwork experience within any organisation preferred.
- This may include experience such as previous executive position or school leader

Performance Goal

- On-going strategic planning; coming up with new ways to increase membership
- Employability and promote the club whilst also long-term planning for RASA's future

- Coaching; leading the team to success whether that be member-based goals or the planning of events
- Cross-functional knowledge; to learn about all aspects of their respective Student Association and develop each sector appropriately.

Vice President

Main Responsibilities

- Oversee the internal operations of the committee
- Supporting and executing the vision and strategies of the president by ensuring all members tasks are orientated to meet the Key Focus Area for their respective Student Association
- Liaise with external stakeholders such as sponsors and industry partners, to invite speakers for events and lobby for their support for ASA
- Liaise with BSA and COBACS to provide reports on Student Association activities
- This role will require the application to incorporate various business theories and frameworks into weekly operations and activities of the student association.
- Coordinate and execute own projects pending approval from the President
- Collaborate and or support other team members executing their own roles/projects
- Manage and delegate tasks to deputies
- Hire and complete on boarding processes for new deputies
- Additional Duties/Responsibilities: The Vice President (Optional)
- Coordinate and execute own projects pending approval from the President
- Collaborate and or support other team members executing their own roles/projects

Skills

- Leadership skills
- Coaching skills
- Team building skills
- Office administration skills
- Effective communication skills
- Planning & organisational skills
- Networking Skills
- Negotiation Skills

Experience

- Leadership and Teamwork experience within any organisation preferred.
- This may include experience such as previous executive position or school leader

Performance Goal

- Assist the President with meeting their performance goals
- Liaise with all Committee Members to maintain week to week operations
- Provide support, training and resources to Committee Members to enhance their professional development.

Treasurer

Main Responsibilities

- This role will require the application to incorporate various business theories and frameworks into weekly operations and activities of the student association.
- Ensure all transactions are recorded
- Ensure information about the organisation's financial position can be readily extracted from the records as reports for management
- Ensure payments are approved by the people who are actually authorised to approve them.
- Provide advice to team members on managing allocated budgets for approved projects
- Ensure the security and maintenance of relevant data
- Provide weekly reports on Student Association Finances to the President
- Coordinate and execute own projects pending approval from the President
- Collaborate and or support other team members executing their own roles/projects
- Manage and delegate tasks to deputies
- Hire and complete on boarding processes for new deputies

Skills

- Basic accounting skills
- Leadership skills
- Coaching skills
- Team building skills
- Office administration skills
- Effective communication skills
- Planning skills
- Organisational skills
- Networking Skills
- Negotiation Skills

Experience

- Leadership and Teamwork experience within any organisation preferred.
- This may include experience such as previous executive position or school leader

Performance Goal

- Create new streams of revenue through sponsorship within RMIT University and Industry Partners

Secretary

Main Responsibilities

- This role will require the application to incorporate various business theories and frameworks into weekly operations and activities of the student association.
- Coordinate and oversee weekly Student Association reporting
- Create Business IT solutions for the effective and efficient running of ASA operations
- Create reporting templates and forms as needed
- Coordinate weekly meetings as per the President's direction
- Maintain all digital platforms such as Google suite and Social Media Accounts
- Ensure sensitive information such as passwords are safely secured and maintained.
- Coordinate and execute own projects pending approval from the President
- Collaborate and or support other team members executing their own roles/projects
- Manage and delegate tasks to deputies
- Hire and complete on boarding processes for new deputies

Skills

- Leadership skills
- Coaching skills
- Team building skills
- Office administration skills
- Effective communication skills
- Planning & organisational skills
- Networking Skills
- Negotiation Skills

Experience

- Leadership and Teamwork experience within any organisation preferred.
- This may include experience such as previous executive position or school leader

Performance Goal

- Create Business IT solutions with various digital platforms to ensure the efficient and effective running of week to week operations
- Create reporting processes for Committee Activities
- Ensure the accurate and safe recording of data and information in preparation of handover