



Financial Management Association
One Washington Square
Accounting & Finance Dept, BT 850
San Jose, CA 95192
www.cob.sjsu.edu/fma

Officer Charter

Organization

There shall be an organization of members who have been elected to hold office to be known as the Officers. The Officers shall be composed of registered SJSU students, Finance, Corporate Financial Management, Accounting or Economics majors, have paid fees for the incoming academic year, and maintain a minimum 3.0 GPA (overall) and 3.25 GPA (concentration).

Statement of Policy

The Officers shall provide assistance to the organization in fulfilling their responsibility to business students, San Jose State University College of Business, Alumni, and the academic and business world.

Meetings

The Officers will meet on the first Saturday of each month from 10am – 12pm. Attendance is mandatory and officers must notify the President if they are unable to attend. If officers fail to attend a minimum of 4 (of 5) meetings, they may be dismissed as an officer. Officer meetings are currently scheduled on the following dates: *(to be set by the incoming President)*.

The Officers will attend additional club events as follows:

Professional Development Meetings:	75% attendance
Social Events:	50% attendance (1 of 2)
Volunteer Events:	50% attendance (1 of 2)
Company Tours:	attendance is not mandatory, but encouraged

The Officers will assist in recruiting new members as follows:

Table at Organization Fairs:	minimum 2 hours
Classroom Pitches:	minimum 5

Communication

The primary forms of communication will be via email and phone. Officers should respond to messages within 48 hours. Officer email accounts should be checked daily.

Responsibilities

In carrying out its responsibilities, the Officers believe its policies and procedures should remain flexible, in order to best react to changing conditions and to ensure to stakeholders that the practices of the organization are in accordance with all requirements and are of the highest quality. In carrying out these responsibilities, the Officers will fulfill the duties described in their Description of Duties contracts. For details regarding a specific officer's duties, please refer to the following contracts.



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Description of Duties: Vice President, Membership
Term: 1 semester

1. To record membership applications and payments, with the assistance of all fellow officers.
2. To give payments to VP, Finance to record.
3. To reconcile the dues received to the dues due to FMA International.
4. To maintain an archive of members' contact information.
5. To keep members and officers updated with event information via email.
6. To remind members to check the FMA website for updated event information and newsletter articles.
7. To notify members of job and internship opportunities.
8. To include the Secretary's meeting notes in weekly updates to members.
9. To track attendance at meetings and events (unless FA Assistant is an officer and willing to perform this task).
10. To transition the next Vice President, Membership into office.

Officer's Signature / Date