



Director of Internal Affairs

The Director of Internal Affairs would also be the Community Volunteer Income Tax Program (CVITP) Coordinator.

Requirements:

- Attend 85% of meetings
- Serve full term - minimum 3 semesters
- Compete and fulfill duties of position
- Take part in all major LAC events
- Minimum 3 hours a week
- Must be a Langara student
- Must have completed FMGT 2325 (Introductory Taxation)

Overview of Duties:

- Organizing and recruiting volunteers for events
- Booking rooms for executive meetings/events
- Sending out meeting information to executives
- Sending out reminders for meetings to executives
- Creating meeting documents and email content
- Find volunteer opportunities for LAC club members
- Organize the Community Volunteer Income Tax Program (CVITP)
- Coordinate with the CRA regarding the CVITP

How to Apply:

Please apply by emailing langaraaccountingclub@gmail.com a resume and cover letter of which position you are applying for and why you are applying. Make sure to include why you are the person for the job and don't forget to include your contact information.

For more information about the Langara Accounting Club visit www.langaraaccountingclub.com.

Applications will be accepted until Friday, September 22nd.

If selected for interviewing, you will receive an email by Sunday, September 24th.

Interviews will take place the week of Monday, September 25th - Friday, September 29th.