



Accounting & Financial Women's Alliance

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AFWA Committee Activities build Job Skills Members Can Use

By Vicki Bogenberger, CPA, CCM

Accounting and Financial Women's Alliance committee members get "paid" for the work they perform. In addition to education and networking opportunities, AFWA provides a safe, non-threatening environment for its members to develop the skills they need to move ahead in their own careers.

Listed below are a few of the job skills that can be gained from specific AFWA committee and leadership activities. It is amazing how these skills translate to your career and even family.

President – Meeting Management, Strategic Planning, Public Speaking and Delegation are some of the skills that the President will develop. In addition leadership, succession planning and mentoring opportunities are available. This role teaches you that one of the most important parts of being a leader is bringing the next leader along with you.

Secretary – Business Writing, Parliamentary procedures and word processing software applications. A secretary will also learn about how the organization works, you learn what everyone's role is, and you assist the president in moving the meeting along. You also learn how to record only important items, decisions and action items. Then you can be that person to initiate follow up on those action items. These skills translate extremely well to the business world.

Treasurer – Budget Development, Financial Statement Preparation, Financial Analysis and use of General Ledger software applications. This role seems natural for us in accounting and finance but it also offers the opportunity to translate the budget and financials into real goals.

Bulletin – Business writing, editing, meeting deadlines and the use of various publishing software applications are excellent skills. The bulletin or newsletter is one face of the organization and you will develop creativity and professionalism.

Long-Range Planning – Preparation of organizational vision and mission statements and other Strategic Planning processes

Membership – Marketing, recruiting and networking skills. The role of this leader is to empower and motivate members to invite others to join our organization. This is done first by

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capturing a value statement to express why an accounting or financial person would be interested in becoming a member. These skills involve knowing the organization and selling it. Reaching out to the other organizations and partnering with them. This is where you also learn to express your passion about the organization to others.

Student Activities – Cross-generational networking, recruiting and management. We all need to enhance our ability to relate to others and to take ideas from others and make them happen.

Job Bank – Local job market surveys, meeting with prospective employers and employees, recruiting, interview skills and resume development.

Administrative Reporting – Goal setting, business writing, strategic planning and measurement of actual results against plans

Program Committee – Public speaking, recruiting, survey development and access to current information on a variety of business, leadership and accounting topics. Planning and making every meeting an event!

Roster Maintenance – Networking with members and use of database software applications.

Encourage all your enthusiastic new members get “paid” for their participation in AFWA. Encourage them to seek committee assignments where they can learn the skills they need to move ahead in their professional development.

The benefits are real for those starting in their career, changing their career, connecting others with a career, or those that are at a higher level in their career. You will make new connections and as you develop your career there are even higher levels in our organization we encourage you to explore.

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