

# President & Executive Position Descriptions

## **2021-2022 Academic Year**

January 2021

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## President

The President is responsible for overseeing SBSS operations and budget, while shaping the strategic direction of the Society moving forward. The President is to act as the primary point of contact between the Sprott student body, the Sprott faculty, and the greater Carleton community. They are to act in the best interest of the Society and its members in pursuing partnerships with external entities. The President is also to support the initiatives of the Vice Presidents while ensuring their alignment to the vision of the Society.

- Organization and Time Management
  - Managing multiple priorities in overseeing the initiatives of the six Vice President portfolio's
  - Planning of SBSS initiatives, and event timeline for the year
  - Facilitating weekly SBSS executive meetings and monthly council meetings
  - Attending weekly meetings with Sprott Student Success Officer
  - Attending Sprott Faculty Board Meetings, CASG Council meetings, and other committees as assigned
- Interpersonal and Communication
  - Be the point of communication between Sprott students and faculty
  - Speak to large groups of students at various Sprott events (e.g. Sprosh)
- Conflict management
  - Responsible for managing conflicts between the six Vice President's
  - Responsible for addressing issues of performance etc. with, or in place of, a Vice President facing issues with a Director
- Leadership
  - Overseeing the efforts of approximately 50 volunteers
  - Representing and advocating on behalf of the Sprott undergraduate student body

## Vice President Internal Relations

The Vice President Internal Relations is responsible for the facilitation of all Director and Committee member hiring for the Sprott Business Students' Society. The Vice President Internal Relations is responsible for planning all SBSS Council meetings as mandated by the Constitution, scheduling SBSS office hours, and facilitating any and all retreats. The Vice President Internal serves as the primary point of contact for student inquiries, as directed by the sbsscouncil.com website. It is the role of the Vice President Internal Relations to serve as an objective party in all matters of hiring and internal council conflict, as well as to offer support to the President and other Executives in their respective portfolios.

- Responsible for office hours scheduling
- Responsible for planning all council interviews, meetings, and retreats
- Responsible for handling internal council conflicts, specifically those which may occur within the executive team
- Must act as the main point of contact for all student inquiries into the SBSS
- Responsible for fostering a friendly, open, and supportive council environment
- Must act as a role model for all members of the SBSS and empowering them to take ownership of their own student experience

Portfolio: Corporate Clubs Director, Equity and Inclusion Director, International Student Representatives

## Vice President External Relations

The Vice President External Relations is responsible for the acquisition and maintenance of corporate relations for the Sprott Business Students' Society. The primary role of the Vice President External Relations is to secure sponsorships from corporate partners and to honour all promises and commitments made while striving to provide partners with a positive experience. Securing sponsors allows for the SBSS to connect students with representatives from the business community, as well as offers financial support to the various SBSS events and activities in all portfolios.

- Responsible for overseeing the initiatives of three directors, including the Business Banquet and Sprott Gala
- Attend weekly Banquet meetings with Faculty in the final two months leading up to the event
- Attend weekly SBSS executive meetings and monthly council meetings
- Cold calling organizations and maintaining records relating to sponsorship
- Must act as the point of contact between the SBSS and all external parties including
- Maintain ongoing communication with the Sprott BCMC staff and Sprott Alumni Relations Officer
- Responsible for managing all event-related issues
- Responsible for mitigating and addressing all portfolio related conflicts
- Responsible for overseeing event approval, planning, and execution
- Responsible for ensuring commitment of Directors to the SBSS for the entirety of the academic year
- Must act as a role model for all members of the SBSS and empowering them to take ownership of their own student experience

Portfolio: Formals Co-Directors, Co-Corporate Directors, Corporate Relations Managers, Formals Committee

## Vice President Marketing

The Vice President Marketing is responsible for the communication of all SBSS initiatives to the Sprott Student body, and for increasing awareness of the SBSS and its events throughout the school year. The Vice President Marketing oversees a portfolio of five directors and contributes leadership for SBSS merchandise, website development, social media, public relations and media production

- Responsible for overseeing the Marketing portfolio
- Responsible for managing various SBSS event promotions through a variety of channels, in addition to Sprott and BCMC related promotions
- Attend weekly SBSS executive meetings and monthly council meetings
- Responsible for the execution of creative marketing tactics
- Management of outgoing communications with Sprott students through a variety of mediums, including social media, emails, and website.
- Responsible for generating excitement and engagement amongst Sprott students for SBSS initiatives
- Responsible for managing the SBSS brand across all means of communication
- Responsible for ensuring commitment of Directors and Managers to the SBSS for the entirety of the academic year
- Acting as a role model for all members of the SBSS and empowering them to take ownership of their own student experience

Portfolio: Merchandise Director, Digital Media Director, Media Production Director, Web Development Director, Public Relations Director, Public Relations Managers

## Vice President Finance

The Vice President Finance is responsible for managing the SBSS budget over the course of the executive term. This includes, but is not limited to, financial planning, payment processing, reviewing of bills and statements, maintaining financial statements, and processing reimbursements. It is the responsibility of the Vice President Finance to ensure that the SBSS is in a stable financial position at all times, that initiatives being pursued by the Society are financially feasible, and that the organization executes payment obligations in a timely fashion.

- Responsible for completing all payments and reimbursements in a timely fashion
- Responsible for approving budgets within one week of receiving them
- Attend weekly executive meetings and monthly council meetings
- Explain the financial constraints of the Society in event/initiative planning
- Firmly advocate and makes decisions based on the financial sustainability of the Society; even with pushback from council members (i.e. in the approval or denial of council events/initiatives)
- Responsible for overseeing budget approval, planning, and execution
- Responsible for ensuring commitment of director to the SBSS for the entirety of the academic year
- Must act as a role model for all members of the SBSS and empowering them to take ownership of their own student experience

Portfolio: Finance Director

## Vice President Student Life

The Vice President Student Life is responsible for leading multiple teams to ensure that successful athletic, social and charitable events occur throughout the academic year. Primary responsibilities include hiring volunteers, leading teams and ensuring every stage of planning events has been executed properly and in accordance to University policy. The Vice President Student Life is to serve as the driving force in generating student engagement outside of the classroom.

- Responsible for overseeing the initiatives of the three portfolio directors, namely 5 Days for the Homeless, other charity initiatives as they are planned, student appreciation week, the ODR, etc.
- Attend weekly SBSS executive meetings and monthly council meetings
- Responsible for interacting with students in order to determine what kinds of events are being demanded
- Responsible for overseeing event approval, planning, and execution
- Responsible for ensuring commitment of Directors to the SBSS for the entirety of the academic year
- Acting as a role model for all members of the SBSS and empowering them to take ownership of their own student experience
- Responsible for managing all event related issues
- Responsible for mitigating and addressing all portfolio related conflicts

Portfolio: Social Director, Athletics Director, Charity Director, Social Committee, Athletics Committee, Charity Committee

## Vice President Academics

The Vice President Academics is responsible for the execution of the SBSS' academic-focused initiatives; including the Internal Sprott Business Competition, pre-exam study sessions, the Skills Workshop Series, as well as other academics oriented initiatives developed. It is the responsibility of the Vice President Academics to actively seek areas of academic development and to engage the clubs in pursuing concentration specific projects.

- Execution of academic initiatives including scheduling and execution of ISBC (i.e. coordination of judges and teams) and other academic-focused SBSS events
- Host monthly forums for club executives in collaboration with other Vice Presidents as needed
- Attend weekly SBSS executive meetings and monthly council meetings
- Responsible for managing all event related issues
- Responsible for mitigating and addressing all portfolio related conflicts
- Responsible for overseeing event approval, planning, and execution
- Responsible for ensuring commitment of Directors to the SBSS for the entirety of the academic year
- Acting as a role model for all members of the SBSS and empowering them to take ownership of their own student experience

Portfolio: Academics Director, First Year Representative, Academics Committee