

FINANCE ** VP of Finance should consider creating financial policies

Controller: Minimum 10 hours a week

The Controller is part of the Finance portfolio and is responsible for, but not limited to:

- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Identifies financial status by comparing and analyzing actual results with plans and forecasts.
- Increase productivity by developing automated applications; coordinating information requirements.
- Make financial information available to all AUBS members.
- Working very closely and proficiently with Microsoft Excel & Google Sheets.
- Attend all meetings held by the VP of Finance, as well as full council meetings.
- In the event that the Vice President of Finance is unable to fulfill their duties due to absence or resignation, the Controller will manage their duties.

Treasurer: Minimum 10 hours a week

The Treasurer is part of the Finance portfolio and is responsible for, but not limited to:

- Keeping records of money spent by the Algoma University Business Society throughout the year.
- Documents financial transactions by entering account information.
- Advising the VP of Finance on the state of the Algoma University Business Society funds.
- Record entries based on the bank statements provided by the VP of Finance.
- Working very closely and proficiently with Microsoft Excel and Google Sheets
- Attend all meetings held by the VP of Finance, as well as full council meetings.

MARKETING

Communications Director: Minimum 15 hours a week

The Communications Director is part of the Marketing Portfolio and is responsible for, but not limited to:

- Responsible for bringing excitement to campus.
- Has very strong verbal and communication skills.
- Promote Algoma University Business Society events and increase awareness and participation.
- Distribute external emails to students, faculty, staff and administration as needed.
- Create press releases for external media and/or coordinating their attendance at events.
- Reporting to the marketing team with frequently asked questions, participation data, etc.
- Report directly to the VP Marketing and responsible for attending Marketing Team meetings and all full council meetings.
- In the event that the Vice President of Marketing is unable to fulfill their duties due to absence or resignation, the Communications Director will manage their duties.

Creative Director: Minimum 10 hours a week

The Creative Director is part of the Marketing Portfolio and is responsible for, but not limited to:

- Creating and maintaining the Algoma University Business Society's look and feel through all promotional materials.

- Contribute towards marketing campaigns and make sure all promotional material stays within given guidelines.
- Creating posters, graphics, logos and handouts.
- Meeting all deadlines outlined by the VP Marketing.
- Responsible for retrieving necessary information directly from VP of Marketing regarding events.
- Report directly to the VP Marketing and responsible for attending Marketing Team meetings and all full council meetings.

Social Media Director: Minimum 10 hours a week

The Social Media Director is part of the Marketing Portfolio and is responsible for, but not limited to:

- Monitoring and updating the Algoma University Business Society's Facebook, Instagram and LinkedIn accounts frequently.
- Create innovative Social Media marketing campaigns.
- Working on social media platforms and email marketing.
- Working alongside Creative Director for the development of marketing materials (Snapchat filters, Infographics, etc.) and methods.
- Responding to messages via social media direct messages
- Report directly to the VP Marketing and responsible for attending Marketing Team meetings and full council meetings.
- Responsible for retrieving necessary information directly from VP of Marketing regarding events.

Merchandise Director: Minimum 10 hours a week

The Merchandise Director is part of the Marketing Portfolio and is responsible for, but not limited to:

- Managing the merchandise; holding meetings; communicating with the Marketing team and the supplier.
- Creation of clothing design ideas and concepts for the AUBS collection.
- Executing market research surveys.
- In class promotions and awareness of products
- Finding high-in-quality manufacturers for various products.
- Having the ability to work in collaboration with the rest of the Marketing team for approvals.
- Report directly to the VP Marketing and responsible for attending Marketing Team meetings and all full council meetings.
- Responsible for retrieving necessary information directly from VP of Marketing.

Website Director: Minimum 10 hours a week

The Website Director is part of the Marketing Portfolio and is responsible for, but not limited to:

- Maintaining the Algoma University Business Society website which includes uploading pictures from all events, updating content (executive information, club information, etc.)
- The Website Director must be reasonably skilled with computer technology and can quickly and accurately update the website.
- Prior experience in Weebly & Square is considered an asset for this position.

- Report directly to the VP Marketing and responsible for attending Marketing Team meetings and all full council meetings.
- Responsible for retrieving necessary information directly from VP of Marketing regarding events.

CORPORATE RELATIONS

Sponsorship Director: Minimum 15 hours a week

The Sponsorship Director is part of the Corporate Relations portfolio and is responsible for, but not limited to:

- Research and approach sponsors through various communication channels.
- Develop various sponsorship packages via online tools to utilize during presentations to potential sponsors.
- Work with other portfolios to confirm all obligations are met at sponsored events and follow-up with sponsors following events to obtain proper feedback.
- Presenting a sales pitch to potential corporate sponsors.
- Keeping records of money received through corporate sponsorships and donations.
- Attending weekly meetings held by the VP Corporate Relations and all full council meetings.
- Successful applicants must possess strong communication skills, have a proven ability to sell, work with others, and be reliable.
- In the event that the Vice President of Corporate Relations is unable to fulfill their duties due to absence or resignation, the Sponsorship Director will manage their duties.

Alumni Relations Director: Minimum 10 hours a week

The Alumni Relations Director is part of the Corporate Relations portfolio and is responsible for, but not limited to:

- Finding potential Algoma University Bachelor of Business Administration alumni and approaching them through various communication channels.
- Work with Alumni office to gather alumni information to properly maintain relationships with alumni.
- Work collaboratively with all Corporate Relations team members to attain Alumni Relations' goals.
- Work collaboratively with all other portfolios to ensure all obligations are met with alumni.
- Providing and implementing innovative ideas to maintain and strengthen relationships with alumni.
- Keeping records as to which alumni has been contacted and their purpose (Ex. Speaking at an event, networking nights, etc.)
- Attending weekly meetings held by the VP Corporate Relations and all full council meetings.
- Successful applicants must possess strong communication skills, have a proven ability to sell, work with others, and be reliable.

EVENTS

Director of Student Affairs: Minimum 15 hours a week

The Director of Student Affairs is a part of the Internal/External Affairs portfolio and is responsible for, but not limited to:

- Planning and aiding the VP of Events in all events and ongoing projects
- Organize and plan socials and gatherings for the Algoma University Business Society
- Hold meetings with their events directors
- Attending all meetings held by the VP of Events as well as full council meetings.
- Independently seeking new ideas to engage the students of Algoma University School of Business & Economics in events intended to enhance their experience.
- In the event that the Vice President of Events is unable to fulfill their duties due to absence or resignation, the Director of Student Affairs will manage their duties.

Director of Academic Events: Minimum 10 hours a week

The Director of Academic Events is a part of the Events portfolio and is responsible for, but not limited to:

- Organizing all professional development events with the VP of Events
- Events such as: Internal Case Competition, textbook sale, etc.
- Independently seeking new ideas to engage the students of Algoma University School of Business & Economics in events intended to use and increase their academic knowledge.
- Attending all meetings held by the VP of Events as well as full council meetings.

Director of Social Events: Minimum 10 hours a week

The Director of Social Events is a part of the Events portfolio and is responsible for, but not limited to:

- Organizing all networking events with the VP of Events
- Events such as: Career Networking Night, Business Gala etc.
- Independently seeking out new projects to engage the students of Algoma University School of Business & Economics in events intended to enhance their experience.
- Attending all meetings held by the VP of Events as well as full council meetings.

Director of Philanthropy Events: Minimum 10 hours a week

The Director of Philanthropy Events is a part of the Events portfolio and is responsible for, but not limited to:

- Planning and aiding the VP of Events in all event and ongoing projects.
- Events such as: Charity Pubs, Sports Tournaments, volunteering etc.
- Independently seeking out new projects to engage the students of Algoma University School of Business & Economics in philanthropic work.
- Attending all meetings held by the VP of Events as well as full council meetings.

Director of Conferences: Minimum 10 hours a week

The Director of Conferences is a part of the Events portfolio and is responsible for, but not limited to:

- Assisting in events with the VP of Events
- Research and review potential conference and case competition opportunities that Algoma University School of Business & Economic students can attend in the following subject areas (Accounting, Economics, Human Resources & Marketing)

- Promote participation in these conferences/case competitions to students to attend by working with the Marketing team
- Gather delegate information and applications to be approved for funding
- Assist delegates in any planning of accommodations/travel that needs to be completed
- Independently seeking new ideas to engage the students of Algoma University School of Business & Economics to attend the conferences and case competitions to enhance their experience and improve their professional development.
- Creating conferences for Algoma University to hold for internal parties or both internal and external parties
- Attending all meetings held by the VP of Events as well as full council meetings.