

## Business Student Society (BSS) Position Descriptions 2010-2011

### Event Co-Chairs (12-15 in total)

- Develop goals for the event
- Work with marketing team to develop marketing plan
- Work with DCR's to obtain sponsorships
- Organize all aspects of the event from beginning to end
- Develop logistic schedules for the event

### 1<sup>st</sup> & 2<sup>nd</sup> year Representatives (2)

- Spread the word about the BSS
- Class room talks
- Help with the Mentorship program

### Human Resource Officer (1)

- Develop team bonding events for the BSS
- Mediating conflict between BSS members

### Athletic Directors(2)

- Work with the Cougars and Rams to help attract more fans
- Organize events before home athletic competitions
- Organize trips to sporting events

### Social Directors (4)

- Organize smaller gatherings in the lounge
- Organize other activities to get the student body involved
- Help promote events

### International Student Representative (prefer an international student, but not required)(1-2)

- Maintain relations with international students in Faculty
- Encourage international events within the faculty of Business

### Mentorship Co-ordinator

- Initiate the Hill Student Mentorship program
- Co-ordinate and pair up students with the same majors
- Inquire with students as to how the mentorship is progressing.

#### Public Relations/Message Board Manager (2)

- Media relations through the U of R department
- Build and maintain relationships with other student societies
- Handles and updates the message board/calendar on the 6th floor

#### Newsletter (1)

- Write a monthly/ad hoc news letter with event information, council updates etc.

#### Webmaster (1)

- Maintenance and updating of BSS website
- Updating regularly and maintaining the website
- Technological skills/ experience with web-pages an asset

#### Poster Design (1-2)

- Responsible for designing and creating posters and tickets for events, design programs
- Creativity an asset

#### Street Team (4-5)

- Do classroom talks and advocate the BSS's events

#### Campaign Team (4-6)

- Pre-planning each event campaign
- Creative minds behind campaigns and events
- Work in conjunction with the event co-chairs

#### Director of Corporate Relations(4-6)

- In charge of a personal portfolio of large to small businesses which you will contact, develop, and maintain corporate relations.
- Involves meeting with corporates, calling them and emailing them.
- Main goal is to obtain sponsorship and you will be provided with various tools to do so

- Act as an ambassador for the BSS and the Business Faculty by inviting corporates to events, and sending out the BSS corporate news letter.

#### Director of Conference Opportunities(1)

- Act as a liaison between the Paul J. School of Business and other Business Schools from across Canada
- You will work with the Marketing Team to promote the various conferences across Canada.
- In charge of receiving and reviewing conference reports

#### University of Regina Students Union Representative(1)

- Sitting in on various URSU meetings and BSS meetings to communicate to either group the others ideas and upcoming events.

#### Corporate Newsletter Publisher(1)

- Need to have strong oral and written communication skills to communicate the messages and events of the BSS and Paul J. Hill Business faculty to members of the business community
- Creative and Innovative