

Policy 1: MBAA Executive Duties and Operations

**1. The MBAA Executive**

The MBAA Executive shall form policies, prepare the strategic direction, and a budget of the Association in accordance to its purpose. The Executive Officers shall execute the adopted strategy throughout their terms. All Executive Officers shall transact all association business except for when such decisions violate the constitution or operating procedures of the association.

**1.1 The President**

The President is the principal executive officer of the Association and as such, is responsible for the administration of all the affairs of the Association under its Constitution and by-laws, for overall leadership in the development of policy, organization, and the achievement of the Association's objectives. The President shall:

- 1.1.1 Chair Executive and any Extraordinary meetings.
- 1.1.2 Act as an ex-officio member of all committees of the Association.
- 1.1.3 Act as signing officer of the Association.
- 1.1.4 Act as official Association spokesperson.
- 1.1.5 Act as a liaison between the Association, the DeGroote Alumni Association and the Business Faculty
  - 1.1.5.1 Liaise with the DeGroote Alumni Advancement Team and the Association members with a focus on building strong relationships between Alumni, the Association, and MBAA clubs as well as ensure that MBA Alumni are involved in relevant Association or MBAA clubs events.
- 1.1.6 Have the right to convene any committee of the Association at his/her discretion. Represent the Association on, or appoint a representative to sit on, any other university committees that may be appropriate.
- 1.1.7 Represent the Association at the Faculty of Business meetings.
- 1.1.8 Coordinate the selection of the graduating class gift.
- 1.1.9 Chair the selection process for the organizing committees of events and other activities, including but not limited to MBA Embark and MBA Games, as required, with administrative support from the Operations Director
- 1.1.10 Oversee the planning process of the MBA Games Co-Chair(s) and the MBA Embark Co-Chair(s), providing support and guidance to their planning efforts.
  - 1.1.10.1 This role may be delegated to another member of the MBAA Executive with more expertise in to the planning of the event/activity.
- 1.1.11 Chair a transition meeting between the incoming and outgoing MBA Association Executive Officers to facilitate knowledge transfer
- 1.1.12 Chair at least two strategy meetings with the MBAA club presidents each semester.
- 1.1.13 Coordinate at least two strategy meetings with the MBA Association Executive Officers and the MBA Program Director, the Director of Student Experience and any staff or faculty member of the DeGroote School of Business.
- 1.1.14 Coordinate at least one alumni engagement event during the 28-month term with the Events Director, such as an MBA Golf Tournament or MBA Boat Cruise.

- 1.1.15 Ensure all MBA Association Executive Officers, MBA Association Committees and MBA Association Club Presidents are provided training in Student Event Risk Management and Event Planning.
- 1.1.16 Assist MBAA Clubs with engaging relevant alumni for professional development seminars or other events as needed
- 1.1.17 Work with the Operations Director to maintain a record of DeGroote School of Business MBA Alumni
- 1.1.18 Act as the liaison between the Business community and the Association members.

## **1.2 The Academic Director**

The Academic Director is responsible for all academic issues affecting the members of the Association. The Academic Director shall:

- 1.2.1 Co-ordinate Association academic policies.
- 1.2.2 Act as the official representative for the members on the Student/Faculty Liaison committee.
- 1.2.3 Represent the Association on the Graduate Curriculum and Policy Committee.
- 1.2.4 Represent the Association on the Graduate Council.
- 1.2.5 Ensure that minutes for all university academic committee meetings are communicated to the members of the Association.
- 1.2.6 Ensure that the BASU Award be administered according to the set criteria.
- 1.2.7 Represent the Association on, or appoint a representative to sit on, any other academic committees as required.
- 1.2.8 Co-ordinate and chair Academic Open Forum (optional) and Town Hall meetings for all general members once per term. Perform other duties relating to the office as may be requested by the Executive officers.
- 1.2.9 Increase awareness of and participation in end-of-term course evaluations; work with the MBA Program Director and Director of Student Experience to facilitate communications and develop marketing collateral.

## **1.3. The Operations Director**

The Operations Director is responsible for all activities relating to the internal functioning of the MBA Association. The Operations Director shall:

- 1.3.1 Represent the Association, in an ex-officio capacity, on the DeGroote Alumni Association in the absence of the President.
- 1.3.2 Chair and coordinate the elections process for the next Executive team of the MBA Association.
- 1.3.3 Coordinate, order, and manage the sale of DeGroote branded business cards to general members
- 1.3.4 Coordinate graduate photos and class composites for the graduating class
- 1.3.5 Coordinate the sizing of MBA Graduation Rings for general members
- 1.3.6 Coordinate, order and manage the sale of MBA Association clothing and other merchandise distributed by the MBA Association

- 1.3.7 Plan and coordinate the transition meeting between the incoming and outgoing Executive Officers, including setting the transition meeting date and time as well as facilitating the creation of transition documents
- 1.3.8 Work with The President to maintain a record of DeGroot School of Business MBA Alumni
- 1.3.9 Ensure that all documentation, including financial statements, be updated as necessary and communicated to the incoming Executive Officers
- 1.3.10 Maintain all MBA Association spaces, including the office and the lounge to ensure optimal use of space
- 1.3.11 Coordinate the selection process for the organizing committees of events and other activities, including but not limited to MBA Embark and MBA Games, as required. The Operations Director will only coordinate the process and participate if required.
- 1.3.12 Perform other duties relating to the office as may be requested by the Executive officers.

#### **1.4 The Events Director**

The Events Director is responsible for all social activities of the Association. The Events Director shall:

- 1.4.1 Chair the Onboarding committee and ensure that events are planned for the incoming members.
- 1.4.2 Ensure that social events are planned at reasonable intervals during the course of each term.
- 1.4.3 Ensure that members be given the opportunity to participate in sporting events, both those organized by the Association and those organized by the University.
- 1.4.4 Co-ordinate and market one formal, social event per term.
- 1.4.5 Hire a 1-2 Co-Chair team to coordinate and market the formal for the graduating class, and supervise the functioning of this group.
  - 1.4.5.1 In the event of low interest, the Events Director can assume the role as one of the Co-Chairs.
- 1.4.6 Coordinate at least one alumni engagement event during the 28-month term with the President, such as an MBA Golf Tournament or MBA Boat Cruise.
- 1.4.7 Perform other duties relating to the office as may be requested by the Executive officers.

#### **1.5 The Finance Director**

The Finance Director is responsible for the collection, the safekeeping, and the disbursements of funds of the Association. Specifically, the Finance Director shall:

- 1.5.1 Prepare, in collaboration with the President, a budget for the year's operation and submit it to the Executive Officers for approval.
- 1.5.2 Maintain an accurate record of membership fees paid. As well, an accurate record of fees disbursed from Financial Services.
- 1.5.3 Receive all monies from activities where tickets are sold or monies collected together with adequate substantiating details.
- 1.5.4 Deposit in the Association's bank account all money received for membership or from other sources.
- 1.5.5 Maintain an adequate record of all receipts and disbursements with supporting detail.

- 1.5.6 Act as a signing officer of the Association.
- 1.5.7 Present financial reports to the active general membership. Such reports are to indicate the true financial position of the Association.
- 1.5.8 Co-ordinate MBA Association fundraising efforts.
- 1.5.9 Submit all requisite financial statements to McMaster University as required.
- 1.5.10 Perform other duties relating to the office as may be requested by the Executive officers.

### **1.6 The Internal Relations Director**

The Internal Relations Director will be responsible for developing and executing projects related to student club sustainability and efficiency, while contributing to the professional development of students and enhancing the brand value of the DeGroote School of Business. The Internal Relations Director shall:

- 1.6.1 Manage internal relationships and act as a point of contact for student clubs, facility management, and DeGroote administration in regards to student club events.
- 1.6.2 Act as the liaison between the Association and Association clubs by completing club booking requests with RJC building management, accepting budget request forms, accepting club status applications, and consulting on club charters to ensure continuity of club presence at the Ron Joyce Centre.
- 1.6.3 Work with the Communications Director to ensure MBA Association website calendar is updated with events confirmed by RJC building management.
- 1.6.4 Ensure all MBAA, committees, and clubs have submitted required event planning and health and safety forms.
- 1.6.5 Collect and securely store all event paper work including event waivers.
- 1.6.6 Ensure sustainability is an integral parts of student professional development, including opportunities to incorporate sustainability into course curriculum.
- 1.6.7 Respond to student inquiries relating to environment and community involvement suggestions and/or concerns.
- 1.6.8 Work cross-functionally with other executives of the MBA Association to integrate sustainability and social responsibility into student events and activities.
- 1.6.9 Perform other duties relating to the office as may be requested by executive officers.
- 1.6.10 Revisit the club status of every club at the end of every term.

### **1.7 Communications Director**

The Communications Director will maintain internal communications between the Executive and General members, and within the Association itself. The Communications Director shall:

- 1.7.1 Be responsible for taking minutes of each MBA Association Executive Meeting.
- 1.7.2 Be responsible for sending out weekly email to class on behalf of the MBA Association.
- 1.7.3 Be responsible for the collection and distribution of mail and email to the respective MBA Association Executive members.
- 1.7.4 Maintain the MBA Association Website and all of its components.
- 1.7.5 Coordinate and assist in the production of class yearbooks.

- 1.7.6 Co-ordinate the MBA Association social media strategy. Responsible for managing content posting to MBA Association social media platforms including, but not limited to, the MBA Association website, Facebook page, and Twitter account.
- 1.7.7 Co-ordinate or assist in all mass communications to the internal DeGroot community and to the external community including, but not limited to: businesses leaders, co-op employers, sponsors, alumni, and new applicants to the MBA program.
- 1.7.8 Ensure that minutes Town Hall are taken and conveyed to the MBA Association Executive members.
- 1.7.9 Promote alumni activities coordinated by the DeGroot School of Business to members as needed, including the annual Wine and Cheese and the Graduation Ring Ceremony
- 1.7.10 Act as the Association representative on the DeGroot Communications Working Group.
- 1.7.11 Perform other duties relating to the office as may be requested by the Executive officers.

### **1.8. The Full-Time Representative**

The Full-Time Representative will be primarily responsible for expressing the views of the MBA Full-Time student population. The Full-Time Representative shall:

- 1.8.1 Co-ordinate MBA Association supported and sponsored events throughout the year on behalf of Full-Time students.
- 1.8.2 Be responsible for ensuring that the views of the Full-Time student population are expressed to the MBA Association.
- 1.8.3 Establish relations with the Centre for Professional Development to represent the career development needs of Full-Time students.
- 1.8.4 Act as liaison between other graduate and professional associations; including, but not limited to, medical students, Graduate Students' Association, Part-time Student's Association, etc.
- 1.8.5 Perform other duties relating to the office as may be requested by the Executive officers.

### **1.9 The International Representative**

The International Representative will be primarily responsible for expressing the views of the MBA international student population. The International Representative shall:

- 1.9.1 Help co-ordinate the pre-transition program for incoming international students to the MBA program.
- 1.9.2 Help co-ordinate orientation efforts on behalf of visa/international students to ensure their involvement in all activities.
- 1.9.3 Co-ordinate MBA Association supported and sponsored events throughout the year on behalf of all International and Visa students.
- 1.9.4 Co-ordinate the DeGroot Cultural Exchange event at least once per year.
- 1.9.5 Be responsible for ensuring that the views of the International and Visa student population are expressed to the MBA Association.
- 1.9.6 Perform other duties relating to the office as may be requested by the Executive officers.

### **1.10 The Part-Time Students Representative**

The Part-Time Students Representative will be primarily responsible for expressing the views of the MBA Part-Time student population. The Part-Time Representative shall:

**Effective:** September 2016

- 1.10.1 Help co-ordinate the first week of orientation for incoming part-time students to the MBA program.
- 1.10.2 Co-ordinate MBA Association supported and sponsored events throughout the year on behalf of all Part-Time students.
- 1.10.3 Be responsible for ensuring that the views of the part-time students are expressed to the MBA Association.
- 1.10.4 Encourage increased participation and interaction between part-time, full-time and coop students.
- 1.10.5 Perform other duties relating to the office as may be requested by the Executive officers.