



JOB DESCRIPTION

Position Title:	First Year Representative
Term of Office:	October 1 to March 31
Supervisor:	Fourth Year Representative

General Scope of Duties

The first year representative of the DeGroot Commerce Society (DCS) is to be the main liaison between all students in Business I and the DCS. This representative will communicate all events and initiatives to the students and ascertain opinions and information on how to better tailor and promote these events. The first year representative will head the First Year Commission which will organize and execute the first year event.

Job Duties and Responsibilities	
Category	Specifics
Communications and Representation Function	<ol style="list-style-type: none"> I. Shall communicate directly with students to promote events and gain knowledge on students preferences toward types of events hosted. II. Represent the DeGroot Commerce Society to Business I. III. Attend all executive meetings or emergency meetings at the request of the President & CEO. IV. Attend weekly office hours as outlined at the start of term of office. V. Spread awareness of all DCS events throughout the year.
Supervisory Function	<ol style="list-style-type: none"> I. Lead the First Year Commission (FYC). II. Along with the FYC, create and execute a first year event. III. Maintain a budget for the event and correctly execute it.

