

JOB DESCRIPTION

Position Title: President & CEO

Term of Office: April 1 to March 31

General Scope of Duties

The President & CEO shall be the main liaison between the DeGrootte Commerce Society and all external or internal bodies of organizations within the DeGrootte School of Business and McMaster University and be the official spokesperson on behalf of the DCS. President & CEO, Chief Administration Officer (CAO), and Chief Financial Officer (CFO) comprise the members of the leadership team. The leadership team will have signing authority for the society for all disbursements and approval of expenditures, budgets, and financial documents. The President will oversee all events and initiatives within the DCS and be the highest body of approval for all society-level decisions. The President shall ensure the ongoing stability and growth of the DCS regarding the development and maintenance of society resources and finances that maximize the ability of the DCS to achieve its strategic vision and year plans.

Job Duties and Responsibilities Specifics	
Category	
Supervisory Function	<ul style="list-style-type: none"> I. Manage the responsibilities of a ten-member executive and delegate tasks. II. Alongside the leadership team, create a strategic vision for the society for the year and make sure all Society operations are working toward achieving the goals outlined in the plan. III. Work with executives to ensure requirements are being met and that they are acting in accordance with the strategic vision of the Society. IV. Hire all executives and conduct elections to choose year representatives. The President and CEO reserves the right to either choose the first year representative or hold an election. <ul style="list-style-type: none"> a) Chair the First Year Commission with the first year representative. V. Communicate with all Society club's to ensure their operations are satisfactory and are in the best interest of students. <ul style="list-style-type: none"> a) Conduct monthly all-presidents meetings with heads of clubs VI. At times, reprimand executives that have not been performing up to the expectations set out in the officer by-law as well as the official Society job descriptions. <ul style="list-style-type: none"> a) The President and CEO has exclusive rights to relieve an executive pursuant to the officer by-law.
Financial Function	<ul style="list-style-type: none"> I. The CFO is responsible for creation of an operational and capital budget for each fiscal year to be signed off by the CEO, with a passing vote by the executive.

Job Duties and Responsibilities	
Category	Specifics
	II. Signing authority to the DCS bank account alongside the CAO and CEO. III. Have use of a safe key. IV. All cheques and approvals should be signed by the CFO and (1) of either: President & CEO, or CAO. V. In the event that the CFO is unavailable, emergency disbursement can be signed and approved by the President & CEO and CAO. VI. Be trained by the CFO on the operation of the financial software including: expense transactions, posting, journal entries, vendor and customer analysis or detail changes and basic reporting. VII. Responsible for monitoring and expending budget lines relevant to his or her initiatives. VIII. Make decisions with the leadership team on allocations of committee and club budgets at the start of each year.
Communications and Representation Function	I. The CEO will communicate and keep contact with all Presidents of DeGroot clubs, including: <ul style="list-style-type: none"> • DeGroot Marketing Association • DeGroot Human Resources Association • Mac IC • DeGroot Entrepreneur Association • DeGroot Accounting Association • DeGroot IMPACT II. Assist all clubs in achieving their yearly goals and work to ensure stability and strategic vision. III. Will be the main representative for the DCS IV. Construct weekly agendas for all executive meetings. Lead meetings and facilitate discussions as they pertain to the agenda. V. Make executive members aware of all decisions pertinent to their positions. VI. Communicate routinely with all executives to ensure they are effectively completing their initiatives. VII. As much as possible, represent the DCS at all DeGroot and McMaster events.
Other	I. Train successor in every aspect of this position and construct a turnover package to allow for a seamless transition. II. Keep in contact with successor after term is served to ensure that the society is operating effectively.

Effort and Responsibility

- Accountability to the DeGroot Commerce Society Financial Policies
- At times, high levels of stress and anxiety.
- Accountable as a signing authority for the DCS (e.g. cheques, deposits)
- Effort required to exercise judgement in discipline situations.
- Extremely time consuming, must be comfortable with balancing both school and the Society.

Knowledge, Skills, and Abilities

- Extensive knowledge of the organizational structure of the DeGroot Commerce Society
- Posses exceptional organizational and time management skills
- Ability to work effectively and efficiently under pressure
- Management skills are tantamount to this position. Ability to work well with others, written and oral communication skills, delegation, conflict resolution, decision making and patience.
- Strategic Planning skills: ability to identify problem areas; to develop and implement strategies for change
- Knowledge of DeGroot Commerce Society internal and external operations.

