



# JOB DESCRIPTION

Position Title:	Third Year Representative
Term of Office:	April 1 to March 31
Supervisor:	Fourth Year Representative

## General Scope of Duties

The third year representative of the DeGroot Commerce Society (DCS) is to be the main liaison between all students in Commerce III 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 second year representative is accountable to the fourth year representative and the leadership team.

Job Duties and Responsibilities	
Category	Specifics
Communications and Representation Function	<ol style="list-style-type: none"><li>I. Shall communicate directly with students to promote events and gain knowledge on students preferences toward types of events hosted.</li><li>II. Represent the DeGroot Commerce Society.</li><li>III. Attend all executive meetings or emergency meetings at the request of the President &amp; CEO.</li><li>IV. Attend weekly office hours as outlined at the start of term of office.</li><li>V. Help and take initiatives on varying DCS projects that will occur throughout the year.</li></ol>

