

JOB DESCRIPTION

Position Title:	VP Academic
Term of Office:	April 1 to March 31
Supervisor:	Leadership Team

General Scope of Duties

The Vice-President Academic will coordinate all academic initiatives within the DeGroot Commerce Society. He/she will sit on different boards and committees in the DeGroot School of Business that focus on education and curriculum. The VP Academic will represent the student body at these meetings and make decisions on their behalf. He/she will be the main liaison between academic initiatives including Prep 101, and will promote these activities to students.

Job Duties and Responsibilities	
Category	Specifics
Communications and Representation Function	<ol style="list-style-type: none"> I. Identify and formulate possible solutions to academic problems within the DeGroot School of Business. II. Shall act as primary liaison between the DeGroot Commerce Society and the DeGroot administration. III. Shall be a member of the Undergraduate Calendar Curriculum Committee IV. Will be the primary liaison between the Centre for Business Career Development and the DCS. V. Shall sit on the Student Library Advisory Committee (SLAC) VI. Make decisions with the leadership team on allocations of committee and club budgets at the start of each year. VII. Communicate all academic activities to the executive at weekly meetings. VIII. Create academic initiatives and promote them to students, including Prep 101.
Other	<ol style="list-style-type: none"> I. Attend all executive meetings or emergency meetings at the request of the President & CEO. II. Train successor in every aspect of this position and construct a turnover package to allow for a seamless transition.

Knowledge, Skills, and Abilities

- Knowledge of the organization structure of the DeGroot Commerce Society
- Ability to work effectively as a group member
- Excellent public relations skills

Effort and Responsibility

- Accountability to the DeGroot Commerce Society Financial Policies
- Regular meetings with several different academic bodies regularly

