

JOB DESCRIPTION

Position Title:	Vice-President Operations
Term of Office:	April 1 to March 31
Supervisor:	The Leadership Team

General Scope of Duties

The Vice-president Operations will be the efficiency and information driver of the DeGroot Commerce Society. He/she will promote accountability, drive efficiency, and manage the transfer of information concerning all internal operations. VP Operations will be the manager of all society's electronic resources. VP Operations will take minutes during every executive meeting and distribute them to the executive. Conferences will be chosen by the VP Operations and will take the necessary steps to ensure that the conferences are attended by DeGroot Students, and that funding is provided to those students who choose to attend. The VP Operations will ensure the continued viability and growth of the DeGroot Commerce Society through maintenance of all society electronic resources.

Job Duties and Responsibilities	
Category	Specifics
Communications and Representation Function	<ol style="list-style-type: none"> I. Shall manage all the society's electronic resources, which include: <ul style="list-style-type: none"> • DeGroot Commerce Society Wiki • Executive Email • DeGroot Email System • DeGroot Commerce Society Website II. Take minutes during every executive meeting and circulate them to all executives as well as post them on the DCS Wiki. III. Send emails gathered from DCS clubs and committees to students in a timely manner. IV. Collect and post all executive activity reports weekly. V. The VP Operations will compile a list of conferences that provide the most value to students with detailed information before May 1 of each fiscal year. VI. Collect conference wrap-up reports from conference delegates and through communication with the CFO, ensure the delegates receive their sponsorship. VII. Inform executive during weekly meetings on the status of all student attending conferences and the finance associated with them. VIII. Facilitate the ordering of the executive name tags. IX. Be made available to attend meetings for major initiatives taking place under the DCS umbrella and report information to executive during weekly meetings.
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.

Job Duties and Responsibilities	
Category	Specifics
Financial Function	<ol style="list-style-type: none"> I. Responsible for monitoring and expending budget lines relevant to his/her initiatives. II. Input on changes to budget lines relevant to his/her initiatives III. Construct a budget for conference reimbursements with the CFO and maintain the budget throughout the year.

Effort and Responsibility

- Accountability to the DeGroot Commerce Society Financial Policies
- Can be very time consuming

Knowledge, Skills, and Abilities

- Knowledge of conferences that will be relevant to the students of the DeGroot School of Business.
- Posses exceptional organizational skills
- Budgeting skills