

# 2019 – 2020 Position Descriptions



Operations and Supply Chain Management Association

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## Executive Positions

A “Senior Executive Team” membership which includes the “Vice-Presidents” and “Presidents” both of which can be referred to as a “Senior Executive”, entails the following;

- a. Completing their tasks as outlined in Article 5 of the constitution;
- b. Participate and be present for all Senior Executive meetings with voting rights;
- c. Follow and abide by the constitution;
- d. Individuals may become part of the Senior Executive Team by being nominated by a previous Senior Executive and having the majority voting support and by paying a membership fee.

To qualify for a Senior Executive role, the individual must not be taking a co-op term and must be attending the school as a full-time student for the next full academic year.

*Expected time commitment: 5 – 8 hours per week (plus all club meetings and events)*

## Vice - President of Operation and Finance (VP Op-Fi) (2)

2 Co-VP Positions which can both coordinate the separation of the following roles and responsibilities

### *Position 1*

1. Establish the operating budget for the upcoming year and ensure budget adherence;
2. Maintain an accurate record of all financial transactions and be aware of the financial position of OSMA at all times;
3. Ensure that all stakeholders are aware of their finances regarding OSMA;
4. Preparation of the club’s financial statements, general ledger, accounts payable, accounts receivable, consolidated financial statements, and other financial documents:
  - a. Preparation of an annual report for the Student’s Union;
  - b. Preparation of an annual report for the HSB;
5. Have primary signing authority on all cheques issued with the President/Co- President(s) or Director Finance having secondary authority;
6. Acquiring the President’s co-sign on bank cheques, and expenses over \$500 dollars;
7. Maintain a minimum fund balance of \$2,500 for liability-insurance purposes, in coordination with President/Co-President(s);
8. Send and prepare thank you materials for all stakeholders;
9. Ensure the delivery of holiday gifts for faculty and industry members;
10. Order business cards for the club during the summer

11. Perform all other duties as assigned by the President/Co-President(s);
12. If the President/Co-President(s) is/are to resign or unable to perform their duties, the VP Op-Fi will temporarily take over the role of the President until a replacement is found;
13. Responsible for ensuring the strategic direction of the Op-Fi Portfolio;
14. Responsible for creation of Op - Fi director roles and responsibilities and training of directors to prepare accordingly.

#### *Position 2*

1. Responsible for the coordination and planning of all academic related events, including but not limited to:
  - a. Classroom talks,
  - b. Selling exam packages,
  - c. And running preparation sessions;
2. Creation of a schedule for the club members to do classroom talks to promote academic material;
3. Ensure print of academic documents is performed and prepared in a timely manner;
4. Teach all academic preparation sessions, or select a qualified alternative instructor;
5. Work with the VP MarCom to ensure the promotion of academic services and events hosted by academics;
6. Work with CUS VP Op-Fi to ensure the supplier agreement and coordination of selling exam packages in the Haskayne Hut each semester;
7. Perform all other duties as assigned by the President/Co-President(s);
8. Responsible for ensuring the strategic direction of the Academics Portfolio;
9. Responsible for creation of Academic director roles and responsibilities and training of directors to prepare accordingly.

#### The Vice - President Internal (VP Internal)

The following roles and responsibilities:

1. Responsible for preparation of materials and training to welcome all new members;
2. Responsible for acquiring a table at O - Week, Clubs Week, and for all other club boothing events;
3. Responsible for coordinating and training OSMA members that wish to represent OSMA at club boothing events;
4. Responsible for creation of tri-folds, PowerPoints, and printing of flyers for club boothing events;
5. Orientation is completed with an increase in applications and membership list compared to previous years.
6. Responsible for coordination of all internal club events to increase member engagement and help team bonding:
  - a. Examples include: Year - End Retreat, Holiday Party, Training sessions, internal get-togethers;

7. Responsible for planning, coordinating, acquiring resources, and scheduling rooms for all internal meetings;
8. Responsible for internal club conflict resolutions;
9. Sends out emails to the entire club on behalf of the Senior Executive Team;
10. Responsible for replying to the OSMA email account on a daily basis;
11. Work with VP of MarCom to ensure the promotion of internal events;
12. Perform all other duties as assigned by the President/Co-President(s);
13. Responsible for ensuring the strategic direction of the Op-Fi Portfolio;
14. Responsible for creation of Director of Internals' roles and responsibilities and training of directors to prepare accordingly.

## Director Positions

A "Director" membership entails the following:

- a. Completing tasks as assigned by their immediate senior executive;
- b. Participate and be present for all Senior Executive Annual General Meetings (AGM) and other meetings with voting rights;
- c. Follow and abide by the constitution;
- d. Individuals can become a Director of OSMA by being hired by a Senior Executive of OSMA and by paying a membership fee.

*Expected time commitment: 3 – 5 hours per week (plus all club meetings and events)*

### Director of Operations and Finance (Op - Fi Director)

The following roles and responsibilities:

1. Work closely with the VP Op-Fi and President/Co-President(s) to manage and approve all financial transactions;
2. Perform any duties assigned by the VP Op-Fi and President/Co-President(s);
3. Financially secure event reservations to the best of OSMA's ability and coordinate efforts with the Events portfolio;
4. Provide support to the VP Op-Fi as needed.

### Director of Internal

The following roles and responsibilities:

1. Work closely with the VP Internal and President/Co-President(s) to plan and coordinate all internal club events;
2. Perform any duties assigned by the VP Internal and President/Co-President(s);
3. Ensure internal club morale and increase member engagements;
4. Provide support to the VP Internal as needed.

## Director of Events (2)

The following roles and responsibilities:

1. Work closely with the VP Events and President/Co-President(s) to plan and coordinate all external club events;
2. Develop new events to continue in upcoming years;
3. Attend internal/external OSMA events;
4. Perform any duties assigned by the VP Events and President/Co-President(s);
5. Provide support to the VP Events as needed.

## Director of Academics

The following roles and responsibilities:

1. Work with the VP Academic for development and evaluation of external events;
2. Help to coordinate and prepare all external events;
3. Assist the VP Academic to ensure preparation of exam packages (including midterm and final review packages);
4. Ensure students are provided with the opportunity to buy exam packages when needed;
5. Perform any duties assigned by the VP Academics and President/Co-President(s);
6. Provide support to the VP Academic as needed.

## Director of Corporate Relations

The following roles and responsibilities:

1. Search for and document any OSCM events held by the following organizations, which may be of interest to HSB students:
  - a. CASL
  - b. SCMA AB
  - c. Van Horne Institute
  - d. Women in Supply Chain (WiSC)
  - e. Project Management Institute Southern Alberta Chapter (PMI-SAC)
2. Help promote events hosted by external organizations;
3. Perform any duties assigned by the VP Corporate Relations and President/Co-President(s);
4. Provide support to the VP Corporate Relations as needed.

## Director of Marketing and Communications (Director of MarCom) (4)

The following roles and responsibilities:

1. Responsible for marketing planning and strategic development for event promotions;
2. Responsible for executing design plans, for materials that include but are not limited to
  - a. Posters,
  - b. Facebook banners,
  - c. Brochures,

- d. Pamphlets,
  - e. Merchandise,
  - f. And business cards;
3. Responsible for creating and maintaining a social media posting plan on the following platforms:
    - a. OSMA Facebook Page,
    - b. OSMA LinkedIn Page,
    - c. OSMA Website;
  4. Responsible for being a representative at events to:
    - a. Take photos at events,
    - b. Record videos at events,
    - c. Training members to take photos and record videos;
    - d. Edit photos and videos,
    - e. And posting materials;
  5. Working with Internals portfolio, Events portfolio, Academics portfolio, and Corporate Relations portfolio to keep up to date with events and promotion for students;
  6. Work with the VP Marketing to develop a positive online presence and to get OSMA's brand recognition within HSB;
  7. Perform any duties assigned by the VP Marketing and President/Co-President(s);
  8. Provide support to the VP Marketing as needed.

## **Article 9 – CANDIDATE ELIGIBILITY**

All students in the Haskayne School of Business are eligible to apply for a position with OSMA. Certain restrictions apply for certain positions:

### President

1. Must be a full-time student at the Haskayne School of Business for the full course of the upcoming academic year.
2. Must not be on a co-op term.
3. Should be in the club for the minimum of one year.

### Co-President(s)

1. Must be a full-time student at the HSB for the full course of the upcoming academic year.
2. At least one Co-President must be present all year.
3. Should be in the club for the minimum of one year.

### VP Events

1. Must be a full-time student at the HSB.
2. Should be in the club for the minimum of one year.
3. Must not be on a co-op term.

### VP Academic

1. Must be a full-time student at the HSB.
2. Must have completed MGST 391 and be at least in the third year of their degree.
3. Should be in the club for the minimum of one year.
4. Must not be on a co-op term.

### VP Internal

1. Must be a full-time student at HSB.
2. Should be in the club for the minimum of one year.
3. Must not be on a co-op term.

### VP Operations and Finance

1. Must be a full-time student at the HSB.
2. Should be in the club for the minimum of one year.
3. Must not be on a co-op term.

### VP Marketing

1. Must be a full-time student at the HSB.
2. Should be in the club for the minimum of one year.

3. Must not be on a co-op term

If a Director or Consultant is graduating, they shall complete their term on the last day of classes of that semester.

If the President/Co-President(s) or a VP is graduating during their term, they shall be responsible for their duties until the end of the Academic year.

For more information read our constitution.