SOCIETY ELECTIONS POSITIONS: BUSINESS & IT SOCIETY

OPEN POSITIONS

All positions have one (1) vacancy unless otherwise stated.

- President
- Vice President of IT (VP IT)
- Vice President of Commerce (VP Commerce)
- Chief Financial Officer (CFO)
- Chief Technology Officer (CTO)
- Chief Communications Officer (CCO)
- Chief Operations Officer (COO)
- Chief Relationships Officer (CRO)

QUALIFICATIONS

In addition to the eligibility requirements outlined in the Society Elections Policy & Procedure and OTSU Bylaws, all candidates must also have the following qualifications:

- Must be enrolled in the Bachelor of Commerce or Bachelor of IT in the faculty of Business & IT
- Must be in goog academic standing
- Must be transitioning into year 2 (or above) status
- Must have previously held an executive position on BITSoc or a BITSoc affiliated club
- Additional qualifications may be required for certain positions.

TERM OF OFFICE

Elected positions can serve a maximum of one year, commencing May 1, 2024 to April 30, 2025.

VOTING PROCESS

The Business & IT Society has adopted a Vote of No Confidence on their election ballot.

All the roles listed below are not limited to the listed duties and may be required to engage in other duties deemed necessary and appropriate by the assembly.

PRESIDENT

Role and Responsibilites

- Shall be the society spokesperson and to act as a liaison and coordinate representation of the Society to, but not exclusively, the OTSU, the University, the Faculty Business and IT, and other University faculties

- Shall make plans to actualize Society goals and aspirations

- Shall supervise and direct other Society Executives

- Shall be the society primary liaison with the Clubs and Societies Coordinator

- Shall be the chair of the Board, Assembly and of all meetings of members

- Shall schedule and provide notice for meetings of the executive team

- Shall abide by the OTSU elections and referenda policies and carry out duties associated with these policies

- Shall attend faculty council meetings for FBIT, faculty meetings, OTSU meetings of Society Presidents and report on the activities of BITSoc and student concerns

- Shall maintain contact with OTSU FBIT Director and report updates and bring student concerns to their attention.

VICE PRESIDENT OF IT (VP OF IT)

Role and Responsibilites

- Shall assume any duty of the President in his or her absence or inability

- Shall have open communication lines with the NETSoc, GDSA, TMSA, WIT Should inform the IT associations of faculty matters that pertain to their respective sub-societies

- Shall assist the President in implementing Club initiatives

- Shall be responsible for managing the IT active general members roster

- Shall coordinate the participation of Society members in external competitions and conferences

- Shall accompany the president in attending monthly FBIT Council meetings.

VICE PRESIDENT OF COMMERCE (VP OF COMMERCE)

Role and Responsibilites

- Shall have open communication lines with the OTAA, OTFA, HRA, OTMA and WIB Should inform the the commerce associations of faculty matters that pertain to their respective clubs

- Shall assist the President in implementing society initiatives

- Shall be responsible for managing the commerce active general members roster

- Shall coordinate the participation of Society members in external competitions and conferences

- Shall accompany the president in attending monthly FBIT Council meetings.

CHIEF FINANCIAL OFFICER (CFO)

Role and Responsibilites

- Shall be responsible for managing and maintaining documentation of BITSoc's funds and finances

- Shall be responsible for signing and filing all financial forms to the OTSU for processing

- Shall be responsible for proposing fundraising or sponsorship plans, as needed

- To allow any general member access to such books of an account within a timely manner

- Shall prepare the study term budget for the Society subject to approval by the Assembly.

CHIEF TECHNOLOGY OFFICER (CTO)

Role and Responsibilites

- Shall manage www.otubitsoc.com, and maintain an accurate and up-to-date website of the Society

- Shall actively incorporate new features onto the website that would benefit the students

- Shall work alongside the Vice President of IT to create initiatives that will foster collaboration and communication amongst the IT clubs

- Shall strive to continuously bring new ideas to the table

- Shall aid in the planning and implementation of various Society events

- Shall oversee any administrative duties regarding technology (IT event outreach, communication among IT organizations, etc.).

CHIEF COMMUNICATIONS OFFICER (CCO)

Role and Responsibilites

- Shall be responsible for managing and maintaining BITSoc's social media pages (Facebook, Instagram, LinkedIn)

- Shall be responsible for maintaining and updating BITSoc's website

- Shall be responsible for responding to all BITSoc emails within 2 business days

- Shall maintain accurate and up-to-date records of all meetings of the society

- Shall be responsible for all general correspondence to and from the society

- Shall be responsible for teaching and leading the Associate Communications Officer

- Shall main accurate records of all Society events and functions

- Shall be responsible for conveying information from the executives to the membership

- Shall aid the President in all dealings with external media organizations.

CHIEF OPERATIONS OFFICER (COO)

Role and Responsibilites

- Shall connect FBIT students with external opportunities that promote growth and learning, including but not limited to case competitions and conferences

- Shall lead and aid in the creation of BITSoc's sponsorship package

- Shall actively seek sponsorships and partnerships with external entities

- Shall oversee any external BITSoc partnerships with external entities for the academic year

- Shall main accurate records of all Society events and functions

- Shall maintain accurate and up-to-date records of all meetings of the society

- Shall post notices of meeting and their agendas.

CHEIF RELATIONSHIP OFFICER

Role and Responsibilites

The duties of the CTO include the following but shall not be necessarily limited herein:

- Shall be responsible for finding and retaining sponsors for BITSoc

- Shall work alongside the President to create initiatives that will foster collaboration and communication with employers/ organizations

- Shall act as a liaison and manage alumni affairs for the BITSoc alumni chapter

- Shall aid the faculty of business and IT with highschool outreach acting as a student voice talking about BITSoc & its sub associations
- Shall support the mentorship program and work closely with VP IT & Commerce to create other programs to engage students
- Shall oversee any administrative duties pertaining to above mentioned relationships
- Shall also engage in other duties that may be deemed appropriate to the position by the Assembly.