

# Vice President of External Affairs



Title of Position	Vice-President of External Affairs
Term of Employment	May 1 2011 – April 30 2012
Time Commitment	Approximately 20-25 hrs/week throughout the school year. (~40 hrs/week in September and January)
Position Summary	The VP External serves on the executive council to increase involvement and awareness of conferences, events and inter-university competitions on an external level.
Portfolio	<ul style="list-style-type: none"> <li>• Executive Council</li> <li>• Chairs VP External Portfolio <ul style="list-style-type: none"> <li>○ Corporate Relations</li> <li>○ Alumni Relations</li> <li>○ JDC</li> <li>○ Financial Open</li> <li>○ HR Sympo</li> <li>○ HM</li> <li>○ 5 Days for the Homeless</li> </ul> </li> <li>• Regroupement Étudiant des Facultés d'Administration de l'Est du Canada</li> <li>• Canadian Association of Business Students</li> <li>• National Business School Conference</li> <li>• RoundTable</li> </ul>
Main Responsibilities	<ul style="list-style-type: none"> <li>• Recruit, select and manage a team of chairs, co-chairs and committee members</li> <li>• Facilitate meetings with portfolio members and support their work</li> <li>• Attend MUS Executive Council meetings and Board of Director meetings</li> <li>• Act as the liaison between the corporate relations team and committees</li> <li>• Ensure needs of corporate partners are met fully, consistently and quickly</li> <li>• Represent Desautels BComs by acting on their behalf with REFAEC and CABS</li> <li>• Leverage network of student council executives to improve student life</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Minimum GPA of 2.5</li> <li>• Professional written, verbal communication and interpersonal skills</li> <li>• Must be bilingual</li> <li>• Ability to recognize the value of information to the target audience</li> <li>• Ability to manage diverse teams with creative and technical thoughts and motivate these teams to produce quality materials within tight timeframes</li> </ul>

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Anticipated Projects	<ul style="list-style-type: none"><li>• Create corporate partners thank you dinner in Spring 2012</li><li>• Build DMCC brand with quality website, media and apparel</li><li>• Increase student attendance at conferences held by other business schools</li></ul>
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