

Executive Policy

Last Updated February 27th, 2011



commerce
undergraduate
society

Operations of the Commerce Undergraduate Society shall be governed by those sitting on Executive Council. While the Executive Policy outlines the various responsibilities of each executive, other duties may arise to ensure the successful operation of the Commerce Undergraduate Society.

1) Executives of the Commerce Undergraduate Society

- a) In accordance with Section 3c(i) of the Committee Policy, the following executives shall be hired by the Executive Council Hiring Committee:
 - i) Vice-President Academic Affairs
 - ii) Vice-President External Affairs
 - iii) Vice-President Finance
 - iv) Vice-President Internal Affairs
 - v) Vice-President Marketing and Communications
 - vi) Vice-President Engagement
- b) No other person, other than the President, shall be considered to be a part of Executive Council beyond those listed in Section 1A of the Executive Policy
- c) All executives shall be hired no later than March 15 of the prior academic year of their term, unless otherwise not possible

2) Common Responsibilities of All Executives

- a) The following shall common responsibilities of all executives of the Commerce Undergraduate Society:
 - i) Uphold the CUS Mission Statement, the CUS Constitution, and all official policies of the Commerce Undergraduate Society
 - ii) Oversee and support those members of the Student Council included in each executive's respective portfolio as outlined in the Student Council Policy
 - iii) Ensure strong continuity during turnover of those members of the Student Council in each executive's portfolio and to the executive's successor
 - iv) Announce and hold office hours twice per week, totalling no less than 3 hours



- v) Maintain a strong and positive relationship with the CUS Board of Directors
 - vi) Do other such things to ensure the successful operation of the Commerce Undergraduate Society
- b) As the CUS President is the Chair of the Executive Council and considered an executive of the Commerce Undergraduate Society, the CUS President shall abide by the procedures outlined in Section 1A of the Executive Policy

3) Vice-President Academic Affairs Responsibilities

- a) The following shall be the responsibilities of the Vice-President Academic Affairs:
- i) Liaise with the Sauder Undergraduate Office and Dean's Office on all academic affairs
 - ii) Represent the CUS and the student body on the Sauder Programs and Curriculum Committee
 - iii) Build strong rapport between the CUS and the Business Career Centre
 - iv) Represent the student voice on all academic issues and concerns
 - v) Promote a strong, positive academic environment

4) Vice President Engagement Responsibilities :

- a) The following shall be the responsibilities of the Vice-President Engagement:
- i) Collaborate with various stakeholders for annual orientations at UBC
 - ii) Promote involvement and volunteerism within and beyond the Commerce Undergraduate Society
 - iii) Encourage social interaction between students and/or university staff and faculty
 - iv) Engage international and exchange students at the Sauder School of Business

5) Vice-President External Affairs Responsibilities

- a) The following shall be the responsibilities of the Vice-President External Affairs:
- i) Act as the official liaison for other Canadian universities and commerce societies
 - ii) Collaborate with the committee of any considerably large event beyond the control of the Commerce Undergraduate Society
 - iii) Be responsible for the annual feedback and evaluation process of all sponsorship-generating events of the Commerce Undergraduate Society

- iv) Represent the Commerce Undergraduate Society to the business community and alumni of the Sauder School of Business
- v) Engage the business community and alumni of the Sauder School of Business in the affairs of the Commerce Undergraduate Society

6) Vice-President Finance Responsibilities

- a) The following shall be the responsibilities of the Vice-President Finance:
 - i) Act as Treasurer of the Commerce Undergraduate Society
 - ii) Adhere to Article XIV of the CUS Constitution and all Sections of the Reimbursement Policy
 - iii) Maintain fiscal responsibility and accountability of the Commerce Undergraduate Society on all matters including, but not limited to:
 - (1) Financial strategy
 - (2) Financial controls
 - (3) Systems of reimbursement
 - (4) New ventures of the Commerce Undergraduate Society
 - (5) Sponsorship
 - (6) Reporting
 - (7) Auditing
 - (8) Taxation, where applicable
 - (9) Any financial allocation as directed by the CUS Board of Directors or Executive Council
 - iv) Liaise with the UBC Alma Mater Society on all financial matters, including the processing of any financial instruments
 - v) Assist the members of the Student Council and its committee members on all budgeting matters including, but not limited to:
 - (1) Pricing
 - (2) Expense forecasting and research
 - (3) Contract negotiations
 - (4) Resource acquirement
 - vi) Create and submit the annual budget to the UBC Alma Mater Society upon approval of the CUS Board of Directors no later than July 31 of the relevant year of operation

- vii) Publish a “Statement of Financial Position” once per academic term no later than the first day of the exam period as defined by the CUS Constitution

7) Vice-President Internal Affairs Responsibilities :

- a) The following shall be the responsibilities of the Vice-President Internal Affairs:
 - i) Liaise with the Sauder School of Business Building Administration
 - ii) Process all room booking requests, equipment requests, and AMS Student Union Building Room Requests from Student Council or CUS Recognized Clubs
 - iii) Be responsible for all CUS owned equipment and property, including upkeep
 - iv) Liaise with the CUS Recognized Clubs to ensure communication between each club and the CUS

8) Vice-President Marketing and Communications Responsibilities :

- a) Adhere to the CUS Branding and Communications Policy
- b) Oversee and manage all marketing and communications of the Commerce Undergraduate Society, including but not limited to:
 - i) Advertising (print, email, or otherwise)
 - ii) Public relations
 - iii) Market research
 - iv) Sales
 - v) Brand management
 - vi) Marketing strategy
- c) Maintain and update all CUS digital media, including but not limited to:
 - i) CUS website
 - ii) CUS email announcement
 - iii) CUS calendar of events
- d) Be responsible for communication between the CUS Councils, CUS Board of Directors, and the CUS General Membership
- e) Act as a marketing consultant for the members of the Student Council and its committee members