

## **Vice-President**

### **ALL EXECUTIVE OFFICERS**

- (a) The authority of BASA shall be delegated to the BASA Executive (see below).
- (b) The Executive Officers are authorized to represent and act on behalf of BASA as per procedures set forth in this document.
- (c) The Executive Officers may delegate authority to other individuals to serve as needed.
- (d) When taking on the role of an Executive Member of BASA the individual is also taking on the role of being an Ambassador of BASA, The Business & Administration Department, The Faculty of Business & Economics and the University of Winnipeg. Their behaviour as a result should have a positive reflection towards all the previously mentioned parties.
- (e) It is important that the Executive Officers be able to communicate fluently in the English language. Any other languages that the Executive Officers can effectively communicate in will be considered an asset to the BASA Executive.

### **VICE-PRESIDENT**

**IN ORDER TO HOLD THE POSITION OF VICE-PRESIDENT THE INDIVIDUAL MUST BE IN HIS/HER THIRD OR FOURTH YEAR OF COMPLETION OF HIS/HER BACHELOR OF BUSINESS ADMINISTRATION DEGREE OR COMPLETED INTRODUCTION TO BUSINESS II AND FINANCIAL ACCOUNTING AND HAS A MINIMUM OF ONE YEAR EXPERIENCE WITH BASA AS AN ASSOCIATE OFFICER.**

The Vice-President shall have all of the powers and authority, and shall perform all of the duties, of the President in the absence of, disability or a refusal to act of the President. Other duties and responsibilities of the Vice-President may include but are not inclusive to:

- (a) The Vice-President shall assist the President in a mutually agreed manner.
- (b) The Vice-President has signing authority on any or all financial, banking, and legal procedures.
- (c) The Vice-President shall encourage the continuous growth of the number of Members through recruitment of new Members, particularly 1<sup>st</sup> & 2<sup>nd</sup> year students.
- (d) The Vice-President shall be responsible for compiling and maintaining a list of BASA Alumni and communicating with Alumni when necessary as well as creating and managing initiatives aimed at recruiting Alumni of all business programs at the University of Winnipeg. This includes the primary responsibility for updating Alumni registration forms in paper and online, consulting Alumni, and generally advocating for Alumni friendly policies on the Executive.
  - i. The Vice-President shall manage the database of the Alumni Members with the Officer of Operations. The Vice-President shall be responsible for the organization and content of the Alumni Section of the overall Membership Database which is managed by the Officer of Operations.
- (e) The Vice President is responsible for adjudicating in an impartial manner any complaints brought by Members against the Executive Officers, by investigating the matter, holding meetings as necessary and if necessary facilitating a mutually agreeable solution for all parties. Any resolutions in a matter must be approved by the Executive.