

Officer of Events

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.

OFFICER OF EVENTS

IN ORDER TO HOLD THE POSITION OF IT OFFICER THE INDIVIDUAL MUST HAVE COMPLETED OR BE IN THE PROCESS OF COMPLETING INTRODUCTION TO BUSINESS II. COMPLETION OF ONE OF THE DEGREE REQUIRED FUNDAMENTAL COURSES AND EXCELLENT MULTI-TASKING SKILLS ARE CONSIDERED TO BE A HUGE ASSET.

The Officer of Events shall project and manage all events: educational, social, and community support orientated. Other duties and responsibilities of the Officer of Events may include but are not inclusive to:

- (a) The Officer of Events shall be the primary advocate of maintaining existing annual events, and initiating new event ideas at the budgetary stage of the year (after the Executive are elected but prior to the submission of the annual budget on July 1st). All decisions about which events to run must be approved by the Executive.
- (b) The Officer of Events shall, working with the Officer of Marketing, be responsible for all marketing efforts taken forth by the Corporation when promoting an event that is being hosted by the Corporation and/or additional Corporate Sponsors.
- (c) The Officer of Events shall be in charge of securing all rooms, equipment, supplies, permits or liability insurance as required. The Officer must ensure that all these items comply with safety regulations and appropriate venue rules.
- (d) The Officer of Events must ensure along with the Treasurer that all events stay within budget.
- (e) The Officer of Events shall be the person of contact between the Corporation and any event venues, suppliers or entertainment etc.
- (f) The Officer of Events acts as the master of ceremonies at all BASA social events, unless the Executive chooses otherwise.