

## **Officer of Operations**

### **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 OPERATIONS**

**IN ORDER TO HOLD THE POSITION OF OFFICER OF OPERATIONS THE INDIVIDUAL MUST HAVE COMPLETED OR BE IN THE PROCESS OF COMPLETING INTRODUCTION TO BUSINESS II AND HAD ONE YEAR OF EXPERIENCE WITH BASA EITHER AS AN EXECUTIVE OR ASSOCIATE OFFICER.**

The Officer of Operations shall attend and be the secretary of all meetings for the BASA Board of Directors, Executive and Annual or Special General Meetings and shall enter records kept for that purpose minutes of all proceedings. S/he shall give all notices to Members, Board of Directors, Officers, Auditors and Members of committees of the BASA Board of Directors. The Officer of Operations shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of BASA Inc. (if any) and of all books, papers, records, documents and instruments belonging to BASA Inc. except when some other Officer or person has been appointed for that purpose. Other duties and responsibilities of the Officer of Operations may include but are not inclusive to:

- (a) The Officer of Operations shall maintain a Membership Database comprised of General Members, Alumni Members and Affiliate Members. The Officer of Operations shall also ensure that the President, Vice-President and Officer of Communications have access to the password protected information held within the Database.
  - i. The Officer of Operations shall work with the Vice-President in the management of the Alumni Section of the Membership Database. The Vice-President will have ultimate responsibility of the organization and content of the Alumni Section of the Membership Database.
- (b) The Officer of Operations shall, when applicable, ensure that the most recent and accurate information pertaining to the operations of BASA Inc. is given to the webmaster, and/or IT Officer, in order to maintain a current website.
- (c) The Officer of Operations shall be responsible for calling the Annual Election of the Executive and when necessary any By-Elections. In the event that the Officer of Operations chooses to run for office in the upcoming year, the Executive can collectively decide to appoint a neutral party to call the election and be in charge of running said election.
- (d) With the assistance of the President and Vice-President, the Officer of Operations shall be in charge of the transfer of information from the outgoing Executive to the incoming Executive. This includes but is not inclusive to:
  - i. Meeting Agendas and their corresponding Meeting Minutes;
  - ii. All required passwords;
  - iii. Membership Database;
  - iv. By-laws, policies and any other legal documents pertaining to BASA Inc.;
  - v. The seal of the BASA Inc. and any other physical assets that need to be secured.