

Officer of Information Technology (IT Officer)

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 INFORMATION TECHNOLOGY (IT OFFICER)

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 Information Technology is responsible for the smooth operation of all of BASA Inc.'s information technology and wherever possible ensuring that it is taking advantage of advancements in order to improve its operations. Other duties and responsibilities of the Officer of Information Technology may include but are not inclusive to:

- (a) The Officer of Information Technology shall be responsible for maintaining and updating the content on BASA Inc.'s website and updating any other information online pertaining to BASA Inc.
- (b) The Officer of Information Technology shall work with the Officer of Marketing to ensure that BASA Inc.'s website design is in alignment with the marketing scheme of the BASA Inc.
- (c) The Officer of Information Technology shall work with the Officer of Communications and the Officer of Corporate Relations in ensuring that information regarding job postings; volunteer opportunities etc. are accurately posted on BASA Inc.'s website.
- (d) The Officer of Information Technology shall aid the Officers of Corporate Relations and the Officer of Marketing in the creation and implementation of a cohesive and professional design for the Corporate Sponsorship Package, where assistance in information technology is required such as design software.
- (e) The Officer of Information Technology will assist, when necessary, the Executive with all of the technological equipment and software that is used for the operation of BASA Inc., including ensuring that the BASA phone line, email system, Membership database etc. are operational and abide by all appropriate privacy regulations.
- (f) The Officer of Information Technology shall be in charge of recording (audio and video) of any General Members Meeting, Information Sessions, as deemed necessary by the Executive. The recording will then be posted on the website for Members who are unable to attend.
- (g) The Officer of Information Technology shall be granted the responsibility of recruiting an Associate Officer who specializes in graphic design/computer graphic skills and a high level of knowledge of computer software such as Photoshop to aid in the above duties as s/he sees fit.