

Officer of Communications

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 COMMUNICATIONS

IN ORDER TO HOLD THE POSITION OF OFFICER OF COMMUNICATIONS 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 Communications shall be BASA Inc.'s representative and liaison to the student body, BASA Membership and the internal university community. Other duties and responsibilities of the Officer of Communications may include but are not inclusive to:

- (a) The Officer of Communications shall act as the main point of contact for the Faculty's Administrative Assistant, the University of Winnipeg's Career Resource Centre, and all other university services and operations. This does not preclude President's responsibilities of being the Chief Spokesperson for BASA Inc. and the liaison between BASA and the UWSA. The Officer of Communications will be responsible for disseminating information from these entities to the Executive and vice versa.
- (b) The Officer of Communications will work with the Faculty's Administrative Assistant, and is responsible for ensuring that only appropriate items are posted on the BASA bulletin board and that all items conform to the wishes of the Executive. S/he has the primary responsibility of creating an Executive Officer profile information sheet and ensuring that this is placed on the BASA bulletin board and on the website in conjunction with the Officer of Information Technology.
- (c) The Officer of Communications will work with the Officer of Information Technology by providing the information regarding internal university job postings, volunteer opportunities and so forth, so that it may be posted on BASA Inc.'s website.
- (d) The Officer of Communications shall act as a conduit between the Executive and the Membership, communicating all BASA Inc. related information to the Members, such as meeting times, dates, locations, events etc. This includes the responsibility of sending out the regular bi-weekly email newsletter [BASA MAIL] to Members and other individuals who have requested to be on the mailing list.