

Sprott Business Students' Society (SBSS)

Committee Position Descriptions 2020/2021

Academics Committee

We are currently seeking approximately 3-5 students to join the Academics Committee. The Academics Committee will work closely with the Academics Director to help plan and coordinate academic events throughout the year.

Academics Committee Members will be responsible for:

- Volunteer recruitment
- Helping in logistical planning
- Collecting student responses before and after workshops (designing surveys, talking with students etc.)
- Promoting all SBSS events through word of mouth and social media
- Attending committee meetings
- Attending monthly SBSS full council meetings

Roles and responsibilities may vary depending on the event

An ideal candidate is someone who is:

- Self-motivated
- Passionate about Academia and empowering the Sprott Student Body
- Dedicated and hardworking
- Organized and willing to put the time in to help ensure activities run smoothly and with optimal participation
- Reliable and a strong communicator

Athletics Committee

We are currently looking for approximately 2-4 people to join the SBSS Athletics Committee. The Athletics Committee will work closely with the Athletics Director to help plan and coordinate athletic events throughout the year.

Athletics Committee Members will be responsible for:

- Collaborating on new/existing event ideas
- Assisting with planning (i.e. filling out applications forms for venues/rentals)
- Scorekeeping and/or officiating events (training will be provided)
- Promoting all SBSS events through word of mouth and social media
- Attending committee meetings
- Attending monthly SBSS full council meetings

Roles and responsibilities may vary depending on the event

An ideal candidate is someone who is:

- Dedicated and hardworking
- Able to share and collaborate on ideas
- Willing to put the time in to help ensure activities run smoothly and with optimal participation
- Outgoing and enthusiastic
- Able to help get students engaged and participating in events
- A team player!

Social Committee

We are currently looking for approximately 2-3 people to join the SBSS Social Committee. The Social Committee will work closely with the Social Director to help plan and coordinate social events throughout the year.

Social Committee Members will be responsible for:

- Attending all social events
- Miscellaneous tasks required for each event
- Creating proposals for new events while considering feasibility, risk mitigation and accessibility
- Promoting all SBSS events through word of mouth and social media
- Attending committee meetings
- Attending monthly SBSS full council meetings

Roles and responsibilities may vary depending on the event

An ideal candidate is someone who is:

- Dedicated
- Organized
- Responsible
- A strong communicator
- Optimistic
- Creative
- Experienced with event planning
- Reliable

Public Relations Managers *(previously known as Ambassadors)*

We are currently looking for approximately 1-2 people to represent the Sprott Business Students' Society as Public Relations Managers. Public Relations Managers will work with the Public Relations Director to help promote the SBSS and the variety of events we organize and run.

Public Relations Managers will be responsible for:

- Creating innovative ways to promote the SBSS to the Sprott student body, while considering feasibility
- Assisting the marketing portfolio in the development of marketing strategies and campaign plans
- Participating in class talks, photoshoots, promotional videos, etc.
- Promoting all SBSS events through word of mouth and social media
- Attending committee meetings
- Attending monthly SBSS full council meetings
- Creating content for "Humans of Sprott" blog
- Attending events

An ideal candidate is someone who is:

- A strong communicator
- Confident
- Energetic
- Committed
- Innovative
- A team player!

Charity Committee

We are currently looking for approximately 3-5 people to join the SBSS Charity Committee. The Charity Committee will work closely with the Charity Director to help plan and coordinate charity events throughout the year.

Charity Committee Members will be responsible for:

- Helping organize and facilitate all charity events
- Attending/participating in all charity events
- Creating proposals for new events while considering feasibility, risk mitigation and accessibility
- Promoting all SBSS events through word of mouth and social media
- Attending all committee meetings
- Attending monthly SBSS full council meetings

Roles and responsibilities may vary depending on the event

An ideal candidate is someone who is:

- Dedicated
- Organized
- Team Oriented
- Passionate about charity and philanthropy

First Year Representative

We are currently looking for 1 first year student to represent the first year student body within Sprott. The First Year Representative works closely with the VP Academics playing a vital role in the organization of the First Year Event, as well as in organizing and facilitating study sessions around exam periods. While being available to first year students at Sprott and getting them involved with the events that the SBSS puts on, this representative is also involved in bi-weekly meetings with the SBSS Executive Team. With this, they may offer input and/or voice any concerns that have been brought forward by other students. This unique opportunity allows a first year student to kickstart their time at Sprott and start building connections early on!

An ideal candidate is someone who is:

- Dedicated
- Organized
- Strong communication skills
- Self-driven with constant flow of ideas and motivation to improve the Sprott experience
- Ability to adapt to various situations and take on new tasks
- Excited about bettering the first year experience for all students

International Student Representative

We are currently looking for 1-3 international students to represent the international student body within Sprott. The International Student Representative will work closely with the SBSS VP Internal to engage international students. The International Student Representative will be responsible for holding two meetings, and one event during student appreciation week.

An ideal candidate is someone who is:

- Involved in the international student body
- Dedicated
- Organized
- Responsible
- A good communicator
- Energetic

Equity and Inclusion Director

We are currently looking for 1 Director of Equity, Diversity and Inclusion. The Equity, Diversity and Inclusion director will work closely with all members a part of the Sprott Business Students' Society to ensure equity, diversity and inclusion of underrepresented and equity seeking groups throughout the Sprott community.

The Equity and Inclusion Director will be responsible for:

- Hosting monthly meetings alongside the Vice President of Internal Relations and Assistant Dean, of Equity and Inclusive Communities open to all undergraduate Sprott School of Business students to foster a safe and inclusive environment for students to discuss any oppressing issues within theSprott community
- Ensure equity and inclusion of underrepresented and equity seeking groups at all events hosted by the Sprott Business Students' Society and any affiliated clubs.

An ideal candidate is someone who is:

- Student led
- Dynamic, action oriented, comfortable engagement, self directed
- Training and development
- Brainstorming how can this role can be proactive hosting events