

MSVU BUSINESS AND TOURISM SOCIETY – Academic Year 2023/2024

Description of duties – BTS Executive Team

President

- Serve as chief presiding officer of the BTS
- Chair both the Executive Committee and all general meetings
- Provide leadership and motivation within the group
- Enforce and uphold the Constitution
- Serve as a signing officer for BTS funds
- Hold all keys to the BTS office and distribute them to executive members as they see fit
- All keys to the BTS office must be passed on by the current President to the next President
- Assist in organizing the Leaders & Learners Conference

VP of Finance

- Responsible for maintaining all budgetary records
- Responsible for overseeing the society bank account
- Control petty cash funds (remains at the office in a safe) and records (under faculty supervision)
- Act as signing officer for BTS funds
- Hold a key to the BTS office
- Assist in organizing the Leaders & Learners Conference

VP of Marketing

- Design and distribution of any marketing tools
- Actively communicate societal events
- Manage all social media activities and accounts on behalf of the BTS
- Communicate with the University Public Relations office
- Provide regular updates regarding the BTS society on all Business and Tourism department social media and departmental website
- Assist in organizing the Leaders & Learners Conference

VP of Events

- Manage the planning and implementation of all BTS events on & off campus.
- Ensures effective documentation of communications that are essential to organizing MSVU Annual Internal & External Events. (Such as suppliers, contacts, organizations and work plan deadlines)
- Assist in organizing the Leaders & Learners Conference

VP of Administration

- Create and distribute the agendas for all BTS meetings
- Compose and distribute minutes for all meetings
- Maintain BTS records, including attendance at all scheduled meetings and events and

post records to the BTS TEAMS site.

- Collect all electronically produced documentation used by the society as recorded throughout the year.
- Assist in organizing the Leaders & Learners Conference

VP of Management

- Take the lead in managing BTS involvement in the annual Leadership Conference
- Work directly with the President and Faculty Advisor as part of the Conference team
- Carry out any extra tasks as requested by the faculty advisor/s
- Provide weekly updates to the conference faculty advisor, BTS faculty advisor, and BTS
- Manage the scheduling of deadlines for BTS events.