

# **LAURIER**

## **Business & Economics**

### **MBASA - ROLE / RESPONSIBILITY DOCUMENT**

**Last revised: August 2010**  
**By: Vish Aggarwal**

## **Role: President**

Note: the President position must be filled by a full-time Waterloo MBA student.

### **Mandate:**

- Provide direction and support to the members of the MBASA; and
- Act as a liaison between the MBASA and MBA students to the university administration.

### **Individual Responsibilities:**

- Responsible for the prompt and orderly execution of all resolutions adopted by the MBASA;
- Monitor and support the initiatives that the Vice Presidents are directing;
- Prepare the agenda for, and preside over, each meeting of the MBASA;
- Follow up on action items assigned to the Vice Presidents;
- Schedule, set the agenda and facilitate the MBASA meetings with the Dean that occur once a semester (See MBASA Guidelines for more details);
- Create/update the MBASA Information Sheet at the end of the year (August) to be included in the MBA Orientation Package for the next group of students;
- Signatory power over the financial accounts of the MBASA;
- Liaison between MBASA and administration;
- Maintain contact with the president of the GSA; and
- Attend faculty council meetings and represent the student body at academic functions;
- Send out all MBASA Communications to the MBA student body;
- Champion new ideas; and
- Engage in knowledge transfer activities at the end of his/her term with the new representative (See MBASA Guidelines for more details).
- Maintain “Message from the President” webpage on [lauriermba.ca](http://lauriermba.ca)

### **MBASA Responsibilities:**

- Uphold the positive image, goals and mission to the MBASA;
- All initiatives/activities planned need to be communicated to the MBASA executive committee during the MBASA monthly meetings. Team members should work together and support each other in order to maximize MBASA effectiveness;
- All documentation related to this role and the associated responsibilities should be retained by the individual. Important and public documentation that should be shared with the MBA students should be printed and placed in the MBA binder that is retained in the MBA Office;
- All monetary exchanges related to this role and the associated responsibilities should be filed with the VP Finance; and
- You are required to attend and facilitate all MBASA meetings.

### **Goals:**

- Maintain support throughout the team;
- Help and provide support to the VPs; and
- Organize and execute an MBA student function (i.e., end of year bash).

## **Role: Executive Vice President.**

Note: the EVP position must be filled by a co-op MBA student. This position is the only position in which the individual have the duties for the length of their MBA career.

### **Mandate:**

- Promote a supportive culture within the MBASA;
- Encourage the members to work together as a team to achieve the MBASA goals; and
- Provide a voice for the co-op MBAs into the MBASA.

### **Individual Responsibilities:**

- Provide first level of support to the President;
- Monitor and support the initiatives that the Vice Presidents are directing;
- Engage in a knowledge transfer between the other co-op EVP at the end of every semester to ensure continuity to the EVP positions on and off campus;
- Ensure that the off-stream co-op MBAs are kept in the loop in terms of school activities/events;
- Responsible for coordinating and running the MBASA elections every September;
- Work with the President to set the monthly MBASA meeting agendas;
- Responsible for taking minutes during the MBASA meetings and subsequently sending these minutes out to the group via email. The standard MBASA meeting minutes template should be used for this purpose;
- Work with the President to follow up on action items assigned to the Vice Presidents; and
- Work with the President to coordinate and plan the MBASA meetings with the Dean that occur once a semester.

### **MBASA Responsibilities:**

- Uphold the positive image, goals and mission to the MBASA;
- All initiatives/activities planned need to be communicated to the MBASA executive committee during the MBASA monthly meetings. Team members should work together and support each other in order to maximize MBASA effectiveness;
- All communications to the WLU MBA student body must be sent through the President;
- All documentation related to this role and the associated responsibilities should be retained by the individual. Important and public documentation that should be shared with the MBA students should be printed and placed in the MBA binder that is retained in the MBA Office;
- All monetary exchanges related to this role and the associated responsibilities should be filed with the VP Finance; and
- Your presence and participation is required at all MBASA meetings.

### **Goals:**

- Maintain support throughout the team; and
- Help and provide support to the VPs.

## **Role: VP of Academics**

Note: the VP of Academics position must be filled by a full-time Waterloo MBA student.

### **Mandate:**

- Handle all requests/complaints from MBA students regarding anything to do with the university; and
- Continually look for ways to improve conditions for the MBA students within the university.

### **Individual Responsibilities:**

- Point of contact for all academic matters of the MBASA; responsible for MBA lounge, student services, libraries and academic areas such as service and information provided to and from the MBA office as they relate to the MBA students;
- Act as a liaison between students, faculty, administration and staff and will develop mechanisms to have student issues and concerns brought to the attention of the MBASA and the university as required;
- Act as an advocate on behalf of the MBA students with respect to issues of concern regarding the MBA program as a whole;
- Raise student concerns and issues to the MBASA and recommend courses of action;
- Maintain the “Contact List” developed for this role which lists all important contacts that this role might need;
- Create legacy documents that will be carried forward for the benefit of MBA students, the MBASA and the MBA office;
- May be responsible for the administration and maintenance of the MBA Bookswap website. Duties to include website maintenance, monitoring and responding to email in the associated MBA Bookswap email account and marketing the MBA Bookswap website through distribution of flyers and in-class promotions. See the MBA Bookswap user manual located in the MBA Office for more details; and
- Engage in knowledge transfer activities at the end of his/her term with the new representative (See MBASA Guidelines for more details).
- Organize MBASA Spring ICE Case competition during third term

### **MBASA Responsibilities:**

- Uphold the positive image, goals and mission to the MBASA;
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- All communications to the WLU MBA student body must be sent through the President;
- All documentation related to this role and the associated responsibilities should be retained by the individual. Important and public documentation that should be shared with the MBA students should be printed and placed in the MBA binder that is retained in the MBA Office;
- All monetary exchanges related to this role and the associated responsibilities should be filed with the VP Finance; and
- Your presence and participation is required at all MBASA meetings.

### **Goals:**

- Uphold relationships with the internal University contacts;

- Act to resolve as many student requests/complaints as is possible; and
- Try to lead initiatives that improve the MBA students' school experience per semester.

## **Role: VP of Athletics**

### **Mandate:**

- To provide opportunities for MBA students to maintain a 'school/life' balance; and
- Promote teamwork and communication within the MBA through athletics.

### **Individual Responsibilities:**

- Create a survey for students to fill out at the beginning of the year to understand the sports activities that are of interest to the student body;
- Use this information to organize and oversee the participation of any and all athletic events related to the MBASA student body;
- Point of contact for internal and external athletics activities for the MBASA;
- Bring to the attention of the MBASA athletic activities that would promote the WLU MBA program externally;
- Leverage the VP Finance to keep track of all monetary exchanges for signups and activities related to athletics; and
- Work with the President and the VP Finance to gather funds from the university and businesses to fund MBASA athletic activities.
- Responsible for MBASA Athletics bat

### **MBASA Responsibilities:**

- Uphold the positive image, goals and mission to the MBASA;
- All initiatives/activities planned need to be communicated to the MBASA executive committee during the MBASA monthly meetings. Team members should work together and support each other in order to maximize MBASA effectiveness;
- All communications to the WLU MBA student body must be sent through the President;
- All documentation related to this role and the associated responsibilities should be retained by the individual. Important and public documentation that should be shared with the MBA students should be printed and placed in the MBA binder that is retained in the MBA Office;
- All monetary exchanges related to this role and the associated responsibilities should be filed with the VP Finance; and
- Your presence and participation is required at all MBASA meetings.

### **Goal:**

- Initiate and organize at least one athletic activity/team per semester through:
  - Reviewing the athletics survey administered at the beginning of the year to determine highest level of participation; and
  - Gaining support and funding from the MBA students and MBA faculty (if necessary).

## **Role: VP of Community Service**

### **Mandate:**

- Build awareness within the MBA student body around the importance of participating in Not-for-Profit initiatives;
- Provide opportunities for WLU MBA students to contribute back to the community through volunteerism and/or financial contribution; and
- Strengthen the relationship between the MBA students and the Not-for-Profit sector.

### **Individual Responsibilities:**

- Point of contact for all WLU MBA students regarding inquiries about and activities with the Not-for-Profit sector;
- Develop a mandate for community service initiatives (per semester or for the length of the individual's term as the VP of Community Service);
- Align mandate with the goals of the MBA program (with Dean's guidance);
- Form a team of MBA volunteers and lead this team in executing community service initiatives in order to accomplish this mandate (i.e., can drives, fundraisers);
- Encourage each team member to work on one individual project per semester that helps build the profile of Wilfrid Laurier's MBA program in the Not-for-profit sector;
- Connect with Chris Maziarz (BU 610 Administrator) twice a month to ensure information sharing with respect to the 40 hour Not-for-Profit practicum. Ensure this information is shared with the MBA student body;
- Provide assistance to MBA students in finding and completing their 40-hour NFP Practicum; and
- Engage in knowledge transfer activities at the end of his/her term with the new representative (See MBASA Guidelines for more details).

### **MBASA Responsibilities:**

- Uphold the positive image, goals and mission to the MBASA;
- All initiatives/activities planned need to be communicated to the MBASA executive committee during the MBASA monthly meetings. Team members should work together and support each other in order to maximize MBASA effectiveness;
- All communications to the WLU MBA student body must be sent through the Executive VP-President;
- All documentation related to this role and the associated responsibilities should be retained by the individual. Important and public documentation that should be shared with the MBA students should be printed and placed in the MBA binder that is retained in the MBA Office;
- All monetary exchanges related to this role and the associated responsibilities should be filed with the VP Finance; and
- Your presence and participation is required at all MBASA meetings.

### **Goals:**

- Initiate, plan and execute one community service activity per semester through:
  - Identifying the opportunity;
  - Utilizing the team to help plan and prepare for the activity;
  - Communicating the importance of participation to all MBA students; and

- Gaining support and funding (if necessary) from the MBA administration.

## **Role: VP of External Affairs**

### **Mandate:**

- Increase awareness of Wilfrid Laurier's MBA program throughout the community and with the other universities throughout Canada;
- Connect Wilfrid Laurier's MBA students with the other Canadian universities; and
- Continually work towards recruiting more individuals to Wilfrid Laurier's MBA program.

### **Individual Responsibilities:**

- Point of contact for all activities and communications that the WLU MBA students have with the outside business and scholastic community;
- Use existing networking strategies to communicate with other schools, prospective students and alumni. Develop new strategies as needed. All new strategies should be documented for knowledge transfer purposes;
- Maintain the Canada wide 'MBA Contact List' and ensure that this information is readily available to the MBA student body;
- Maintain the Canada wide 'MBA Activities List' and ensure that this information is shared with the MBA student body. Continually research other MBA schools for events that the WLU MBA students could participate in and update this list;
- Attend the MBA Information Sessions as a representative of the current MBA student body. Answer questions and promote the program in order to recruit more individuals;
- Connect with the MBA Office (Cheryl) twice a month to ensure information sharing with respect to internal and external activities. Ensure this information is shared with the MBA student body; and
- Engage in knowledge transfer activities at the end of his/her term with the new representative (See MBASA Guidelines for more details).

### **MBASA Responsibilities:**

- Uphold the positive image, goals and mission to the MBASA;
- All initiatives/activities planned need to be communicated to the MBASA executive committee during the MBASA monthly meetings. Team members should work together and support each other in order to maximize MBASA effectiveness;
- All communications to the WLU MBA student body must be sent through the President;
- All documentation related to this role and the associated responsibilities should be retained by the individual. Important and public documentation that should be shared with the MBA students should be printed and placed in the MBA binder that is retained in the MBA Office;
- All monetary exchanges related to this role and the associated responsibilities should be filed with the VP Finance; and
- Your presence and participation is required at all MBASA meetings.

### **Goal:**

- Initiate one external activity per semester through:
  - Reviewing the MBA Activities List and selecting the most appropriate event in combination with soliciting feedback from the MBA students as to what activities would be of most interest; and
  - Gaining support and funding (if necessary) from the MBA faculty and administration.

## **Role: VP of Finance**

Note: the VP of Finance position must be filled by a full-time Waterloo MBA student.

### Mandate:

- Maintain the financial affairs and integrity of the MBASA; and
- Provide financial direction to the VPs with respect to the activities they undertake.

### Individual Responsibilities:

- Responsible for providing each MBASA member with a clearly outlined procedure as to how money can be used and acquired for MBASA related funds at the beginning of the academic year;
- Point of contact for all MBASA financial activities and coordination required;
- Responsible for overseeing and approving all monies that flow in and out of the MBASA account;
- Follow up on the MBASA activities that occur and consolidate the account and the excel spreadsheet;
- Required to report the financial situations back to the MBASA at each MBASA meeting
- Maintain contact with the financial representative of the GSA; and
- Signatory power over the financial accounts of the MBASA.

### MBASA Responsibilities:

- Uphold the positive image, goals and mission to the MBASA;
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- All documentation related to this role and the associated responsibilities should be retained by the individual. Important and public documentation that should be shared with the MBA students should be printed and placed in the MBA binder that is retained in the MBA Office; and
- Your presence and participation is required at all MBASA meetings.

### Goal:

- Ensure all VPs are leveraging the VP finance to keep track of monetary exchanges; and
- Assist the various functions inside the MBASA to gain funding for the events that promote the university.

## **Role: VP of Marketing**

### **Mandate:**

- Ensure timely, effective and consistent communication is sent between the MBASA and the MBA students; and
- Promote the WLU's MBA program internally and externally through the use of an MBA newsletter and the creation and maintenance of an MBASA website.

### **Individual Responsibilities:**

- Create and maintain the MBASA website;
- Responsible for timely and effective communication between the MBASA and the WLUSBE MBA students;
- Responsible for ensuring that all material made public by the MBASA, is in accordance with the guidelines and policies of the MBASA, the MBA Administration, the WLU Administration and the WLU Graduate Student body;
- Organize, coordinate and publish the MBA newsletters (one per semester);
- Solicit MBA students to write articles for the newsletter;
- Follow up on the activities that occurred and report them to the MBASA members and student body; and
- Ensure all VPs of social, athletics, community service and external affairs are leveraging the VP Marketing to promote their activities.

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- Your presence and participation is required at all MBASA meetings.

### **Goal:**

- Publish the MBA newsletter once per semester; and
- Create a website for the MBASA.

## **Role: VP of Social Activities**

### **Mandate:**

- Build a sense of community within the MBA student body through the social events;
- Strive to bridge the gap between the different streams of the MBA (full-time, part-time, co-op) through social events that everyone can attend; and
- Maintain the integrity of the WLUSBE MBA reputation.

### **Individual Responsibilities:**

- Responsible for the promotion and organization of social events and the coordination of efforts to publicize these activities to the MBA student body;
- Point of contact for all internal and external social events hosted / sponsored by the MBASA;
- Solicit participation from faculty members at certain events;
- Work closely with the VP of External Affairs, the VP of Community Service and the VP of Athletics to coordinate social events; and
- Ensure that social events are organized with the cultural and financial diversities of the MBA student body in mind.

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- Your presence and participation is required at all MBASA meetings.

### **Goal:**

- Try to organize a couple of social activities per semester through:
  - Determining the needs to the other VPs (i.e., partnering with VP of Community Service to throw a Halloween Party fundraiser where the proceeds are donated to a charity);
  - Determining what the MBA students enjoy; and
  - Coordinating, promoting and leading the social event.

## **MBASA Yearbook**

### **MBASA 09-10 Council**

#### President



Vish Aggarwal

#### EVP



Stephanie Bell

#### VP Social



Leah Milne

#### VP Finance



Todd Mackenzie

VP Athletics



David Petrie

VP Community Service



Sasha Hodder

VP Academics



Oliver Winkler

VP Marketing



Norman John

## **MBASA 10-11 Council**