



BUSINESS BANQUET CO-CHAIR

Last revised: February, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Business Banquet Co-Chairs plan and execute the annual Commerce Business Banquet, the CSA's annual flagship networking event. The Business Banquet Co-Chairs lead and support a committee who assists with all aspects of the event.

POSITION RESPONSIBILITIES

- Together with the Vice President Professional Development select a theme and keynote speaker for the banquet.
- Recruit and select the Business Banquet Committee.
- Lead and support the Business Banquet Committee.
- Conduct meetings to discuss and finalize contracts, such as agreements for the venue, speakers, and other components of the event.
- Liaise with the Dean's Office, Asper Faculty, Asper students, and other groups in the planning and promotion of the banquet.
- Ensure Corporate Partners receive their benefits.
- Manage the event budget.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Business Banquet Committee
- Managers of Corporate Relations
- External Contacts and Event Venues

SKILLS DEVELOPED

- Event planning
- Leadership
- Negotiation
- Creativity
- Budget management
- Public speaking

POSITION DETAILS

Number of positions available: 2

Reports to: Vice President Professional Development

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	High	Low

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours