



INTERNAL RELATIONS COORDINATOR

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 Internal Relations Coordinator is responsible for facilitating the growth and success of the CSA's Student Action Groups. The Internal Relations Coordinator assists the Vice President Internal in managing relations with STAG Presidents, facilitating all workshops and meetings, and conducting constant check-ins.

POSITION RESPONSIBILITIES

- Oversee the planning and execution of the Annual CSA STAG Startup conference.
- Conduct the required annual STAG constitution review.
- Facilitate the annual STAG Renewal process and ensure all documents are submitted by May 1st.
- Conduct constant check-ins with STAG Presidents to gather updates and ensure a clear line of communication between STAGs and the CSA.
- Assist in planning and conducting any workshops or sessions for STAG Executives.
- Attend quarterly STAG Meetings
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- CSA Committees
- STAGs

SKILLS DEVELOPED

- Communication Skills
- Problem-Solving
- Organization Skills
- Relationship Management

POSITION DETAILS

Number of positions available: 1

Reports to: Vice President Internal

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	High	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours