



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 National Business School Conference (NBSC) Co-Chairs plan and execute the annual National Business School Conference which hosts business student association executives from across Canada. The NBSC Co-Chairs lead and support a committee who assists with all aspects of the conference.

POSITION RESPONSIBILITIES

- Together with the Vice President of Professional Development, select a theme for the conference.
- Recruit and select the NBSC Committee.
- Lead and support the NBSC Committee.
- Conduct meetings to discuss and finalize contracts, such as agreements for the venue, speakers, and other components of the conference.
- Liaise with the Canadian Association of Business Students (CABS) in the planning and promotion of the conference.
- Execute tasks the weekend of the conference including organizing transportation, hotel check-in, delegate bag assembly and distribution, and social events.
- Manage the conference budget.
- Ensure Corporate Partners receive their benefits.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- NBSC Committee
- Managers of Corporate Relations
- External Contacts

SKILLS DEVELOPED

- Event planning
- Leadership
- Creativity
- Negotiation
- 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