



THE COMMERCE WEEK 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 Commerce Week (TCW) Co-Chairs plan and execute a week-long series of events at the beginning of the fall academic term. The TCW Co-Chairs lead and support a committee that assists with all aspects of the events and services provided.

POSITION RESPONSIBILITIES

- Recruit and select the TCW Committee.
- Lead and support the TCW Committee.
- Plan and execute Asper Orientation Day events in consultation with the CSA Executive Council and Dean's Office.
- Plan and execute TCW Beverage Gardens in consultation with the CSA Executive and the University of Manitoba Students' Union (UMSU).
- Plan and execute the Commerce on the Quad in collaboration with the Commerce Socials Co-Chairs and the CSA Executive.
- Conduct meetings to discuss and finalize contracts and agreements for space usage, liquor permits, security, and other agreements.
- Recruit volunteers for all events.
- Work closely with the Dean's office to prepare the First-Year Handout to all New-to-Asper students.
- Ensure Corporate Partners receive their benefits.
- Manage the event budget.
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



THE COMMERCE WEEK CO-CHAIR

Last revised: February, 2024

LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- TCW Committee
- Dean's Office
- University of Manitoba Administration
- University of Manitoba Students' Union (UMSU)
- Managers of Corporate Relations
- Civic and Provincial Regulatory Bodies
- External Contacts

SKILLS DEVELOPED

- Event planning
- Interpersonal skills
- Communication skills
- Budget management
- Permit management
- Team leadership

POSITION DETAILS

Number of positions available: 2

Reports to: Vice President Student Life

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	Medium	Low

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours a week