



# **VICE PRESIDENT PROFESSIONAL DEVELOPMENT**

Last revised: January, 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 Vice President Professional Development (VPP) is responsible for professional networking events and initiatives offered by the CSA. The Vice President Professional Development leads and supports a team including the Business Banquet Co-Chairs, National Business School Conference (NBSC) Co-Chairs, and External Events Coordinators.

## **POSITION RESPONSIBILITIES**

- Assist all members of the Professional Development Portfolio with proper execution of their events or responsibilities.
- Ensure finances of the Professional Development Portfolio are within budget.
- Ensure corporate benefits of the Professional Development Portfolio are being provided.
- Attend and participate fully in Canadian Association of Business Students (CABS) Roundtable conferences at the beginning and end of appointed term.
- Attend all weekly CSA Executive Council meetings and monthly CSA General Council meetings.
- Attend all CSA Events.
- Additional duties as they arise.



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## LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Business Banquet Co-Chairs, National Business School Conference Co-Chairs, External Events Coordinators
- Event Venues
- Asper Faculty

## SKILLS DEVELOPED

- Leadership
- Interpersonal skills
- Event planning & organizing
- Time management
- Problem-solving skills
- Public speaking

## POSITION DETAILS

Number of positions available: 1

Reports to: President

## COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
High	High	High