



President Roles and Responsibilities

About the Position:

The Management Society is a student-led organization under the College of Business Administration (CoBA) at CSUSM. As President, you will serve as the official representative of student activities, meetings, and additional networking events for the society. This position requires a passionate, energetic, and organized student who believes in the organization's mission of “inspiring today’s student’s to become tomorrow’s great leaders!” To accomplish this mission, the President will establish agendas with guest speakers, lead society meetings, and ensure all administrative tasks are completed in a timely and successful manner by board members

Responsibilities:

- Act as a liaison between CSUSM Management Society and CoBA.
 - Ensure accurate and updated information is reaching the society members
 - Be aware of ALL CoBA events such as Meet & Greets, networking events, and career center events.
 - Be the “voice” of the organization by pitching the benefits of the society to professors and students
- Attend and lead ALL guest speaker meetings (in the case of emergencies, VP can take this role)
- Reach out to potential guest speakers during school breaks (Summer or Winter Break) and build the Guest Speaker Series schedule for the upcoming semester.
- Create agendas and lead monthly meetings/check-ins with board members
- Inform CoBA staff, faculty, and society members about upcoming events through email.
- Attend or assign representatives to attend CoBA Student Org meetings with Jill Liang and Virginia Appleton (about 3 each semester).

- Attend MANDATORY Student Leadership & Involvement Center (SLIC) training sessions over break (Summer or Winter).
- Ensure the organization is following all university guidelines
 - University Recognition Process: Must be submitted once a year
 - Officer and Advisor Agreement Form: Updated and signed every year
 - Student Org Change Form: Use if officer changes happen throughout the academic year

Officer Requirements from SLIC- outlined by CSU Coded Memorandum AA2012-05

- Be matriculated and enrolled at CSUSM
- Maintain a minimum overall grade point average of 2.0 each term
- Be in good standing with the University
- Earn at least 6-semester units while holding office, as undergraduates. Graduate and Credential students must earn at least 3-semester units while holding office
- Is limited to 150-semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, graduate and credential students are allowed to earn a maximum of 50-semester units or 167 percent of the units required, whichever is greater
- SLIC will only accept grade appeals for circumstances beyond the student's control such as medical and military situations.

Qualifications:

- Passion to aid the growth of the MGMT Society and to “inspire today’s students to become tomorrow’s great leaders!”
- Effective communication and organizational skills
- Ability to remain flexible and shift priorities as needed
- Proficient in Google Drive/Shared Drive folders
- Ability to multi-task and work individually
- A self-starter with attention to detail
- Confident speaker who can effectively and professionally communicate with business professionals