



Vice 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 Vice President, you will serve as the President's "right-hand person." This partnership is crucial for the success of the organization, as various tasks and responsibilities will be shared between these two leaders. The VP is responsible for knowing and keeping track of all upcoming student activities, meetings, and additional networking events for the society. This position requires collaboration, excellent communication skills, and above all helps the President achieve the organization's mission of "inspiring today's students to become tomorrow's great leaders!" To accomplish this mission, the Vice President will help manage the relationships between board members and society members, create and share Mailchimp email campaigns about meetings, and perform other administrative tasks assigned by the President.

Roles:

- Act as a liaison between ALL CoBA societies to promote networking and the sharing of best practices.
- Stay up to date on ALL CoBA events (meet and greet, networking panels) and share information with the President & board members.
- Run weekly board meetings in absence of the President.
- Attend monthly Student Organization Council (SOC) meetings in absence of the President.
- Will ascend to the Presidency in the case the President can no longer fulfill their duties)

Responsibilities:

- Must be available for ALL guest speaker meetings (Tuesday's during U-Hour)
- Manage relationships and help the President ensure society members are well taken care of and aware of upcoming events.
- Create and proof ALL PowerPoint presentations used for society meetings

- Create, edit, and schedule Mailchimp email campaigns announcing guest speakers
- Create, edit, and send Mailchimp email template to CoBA MKTG Team (Mandie Thompson, Michelle Tillman) so they can share the information with ALL MGMT/HR CoBA students
- Attend and participate at all ALL society meetings
- Complete special projects or administrative tasks set by the President.

Other Responsibilities (only on-campus):

- Responsible for creating the semester food plan for each meeting
- Must have availability (Tuesday before U-Hour) to leave campus and pick up food. *This role can be delegated to another board member*
 - Buy food one day before the meeting.
 - Pick up food on the day of the meeting.
- Request itemized receipt from the vendor so the Treasurer can successfully reimburse you
- Pick up the reimbursement check, unless indicated that the check would be mailed (usually takes a week or two).
- Layout all food for members to self-serve (other board members will help).
- Clean up and ensure utensils, plates, and other relevant items are stored away with the MGMT Society inventory

Officer Requirements:

- 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

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, work with a team, or individually