

**MUS**  
Extended  
INVOLVEMENT  
PACKAGE  
2017 - 2018

**APPLICATION DEADLINE:**

Friday, March 17<sup>th</sup> at 11:59PM

**HOW TO APPLY:**

[www.MUS.mcgill.ca/apply-now/](http://www.MUS.mcgill.ca/apply-now/)

Released on Tuesday, March 14<sup>th</sup>, 2017

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# RULES AND PROCEDURE

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The MUS Involvement Package contains information about and applications for all **appointed portfolio and club positions** under the MUS for the 2017-2018 year.

- There is no limit to how many positions you can apply
- Please submit one application form per position that you are interested in
- Submit applications at <http://mus.mcgill.ca/involvement> by Friday, March 17th, 2017 at 11:59PM
- You will be contacted by the respective committee head within **two weeks** of the deadline

## POSITION SEARCH ON THE APPLICATION FORM

If you cannot find the position you would like to apply for in the drop-down list at <http://mus.mcgill.ca/involvement>, search for the position by typing its name under “What position are you applying for?”.

If you have further issues, please contact [comm@mus.mcgill.ca](mailto:comm@mus.mcgill.ca)

## LEGEND

**Asterisks (\*):** The asterisks that appear after each position indicate the level of time commitment of the position on average.

- \* indicates low level of commitment (hours and work load)
- \*\* indicates low to mid level of commitment (hours and work load)
- \*\*\* indicates mid to high level of commitment (hours and work load)
- \*\*\*\* indicates high level of commitment (hours and work load)

**Number in parenthesis:** Indicates number of positions available.

# PRESIDENT PORTFOLIO

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## ADMINISTRATIVE TEAM

The purpose of the Management Undergraduate Society (MUS) Administrative Team is to provide full ancillary support to the operations of the MUS by taking part in special projects, coordinating office logistics, assisting vice presidents in their administrative duties as well as act as the main note taking unit under the Office Manager portfolio.

The Team will also serve as a primary way to ensure consistency and quality of information collected for the institutional memory of the MUS. Forming an integral part of the MUS Executive Council, the administrative team strives to achieve core goals of excellence, attention to detail and meticulous execution of their objectives. Although there will be many similarities in the tasks between positions, each assistant will also perform tasks unique to the specific positions.

Position Available: **Chairman of the Board Executive Assistant (1) \*\*\***

- Note taking in the MUS Chairman of the Board meetings
- Aid in various MUS initiatives
- Miscellaneous Office Manager Roles

Position Available: **VP Competitions Executive Assistant (1) \***

- Note taking in the MUS Vice Presidential Meetings
- Aid in various MUS initiatives
- Miscellaneous Office Manager Roles

# VP ACADEMIC PORTFOLIO

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## MUS TUTORIAL SERVICES

Designed to offer affordable tutorials for the mass population, this committee works to create sessions before midterms and finals for challenging core courses. The committee must have a desire to create a successful structure that increases attendance and delivers academic value.

Position Available: **Executive Director (2)** \*\* During the year, \*\*\* During midterms/finals

- Oversee planning, execution, and operations of the committee and the tutorials
- Provide support for committee members in order to ensure the overall success of the event
- Revamp the structure to increase profit and create operational efficiency
- Explore offering private tutorial services
- Responsible for completing the MUS Annual Report for the event, and ensuring proper transition for the following year through given template
- Minimum qualifications (previous experience – preferably been on committee, availabilities, etc.)

## DESAUTELS MANAGEMENT ACHIEVEMENT AWARDS

Desautels Management Achievement Awards is one of McGill's and Desautels' most prestigious annual events honouring Canadian business leaders for their professional accomplishments and their contribution to the community. Held in the first week of February, it is an annual luncheon held at the Ritz Carlton. The chosen committee must be professional as they will coordinate with members of the faculty, alumni relations, and university executives to select award recipients and to organize the event attended by faculty, students and corporate guests.

Position Available: **Executive Director (2)** \*\* First semester, \*\*\* Second semester

- Responsible for overseeing planning, execution, and operations of the event
- Provide support for committee members in order to ensure the overall success of the event
- Responsible for completing the MUS Annual Report for the event, and ensuring proper transition for the following year through given template
- Minimum qualifications (previous experience – must have attended the event, preferably been on committee, - skills, availabilities, etc.)

# VP COMMUNICATIONS PORTFOLIO

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## DIGITAL COMMUNICATIONS TEAM

The Digital Communications Team provides critical support to the VP Communications in maintaining, updating, and designing the Management Undergraduate Society social media outlets and mobile applications.

### Position Available: Assistant Director of Digital Operations (1) \*\*

- Assist the Director of Digital Operations in website development and online operations
- Desired abilities/experiences:
  - WordPress and Adobe Suites experience is an asset

### Position Available: Director of Animation (1) \*\*

- In charge of creating weekly animated update videos and general animations for the MUS using pre-built templates
- Desired abilities/experiences:
  - Proficient in Adobe Illustrator
  - Adobe After-Effects
  - Experience creating animations

## ELECTIONS

The Chief Returning Officer ensures that all candidates are equally represented and that all voters have the ability to gain sufficient knowledge to make an educated vote.

### Position Available: Chief Returning Officer (1) \*

- Oversee elections by monitoring campaigns to ensure compliance with the MUS constitution and policies.
- Set up elections platform on [ssmu.simplyvoting.com](http://ssmu.simplyvoting.com)
- Run candidate's meetings and review elections policy.
- Desired abilities/experiences:
  - Has knowledge of the MUS and its constitution, hierarchy, and processes
  - Added bonus: have experience with [SSMU.simplyvoting.com](http://SSMU.simplyvoting.com)

## THE WIDGET (YEARBOOK)

The Widget develops and edits the graduating class yearbook and coordinates with the VP Corporate Relations for sponsorship. They should be present and take photos of various Management academic and social events.

Positions Available: **Editor-in-Chief (1) \*\***

- Oversee the entire yearbook team and ensure timely delivery while staying within budget
- Desired abilities/experiences:
  - Organized and manages time effectively
  - Has leadership experience
  - Graphic design experience

Positions Available: **Associate Editors (4-8) \***

- Works closely with the Editor-in-Chief to collect content and design the yearbook
- Can be photographers, writers, or layout editors
- Desired abilities/experiences:
  - Relevant experience within the desired role
  - Strong ability to work as a part of a team

## MCGILL STUDENTS' BUSINESS REVIEW

The McGill Students Business Review strives to publish insightful articles that engage students and young professionals alike on topics such as economics, finance, international relations, and student affairs.

Position Available: **VP Internal \*\***

- Take minutes at general meetings, and ensure proper distribution of all minutes.
- Be responsible for booking and arranging meeting rooms and drafting agendas for general meetings.
- Be the main point of contact between the MUS VP Clubs and Services and the MSBR.
- Be responsible for communication within the EB and with MUS.
- Maintain the membership list of the club

Position Available: **VP External \***

- Act as representative of the Club to the community within and outside of the University
- Liaise with other McGill groups to pursue collaborative opportunities
- Be responsible for developing healthy relations with student and community organizations within and outside McGill University
- Foster academic and corporate relationships with guest-speakers and lecturers

- Act as representative of the Club in communications with business professionals and the business community

Position Available: **VP Events \***

- Establishing plans for pre-event preparation and day-of logistics
- Developing event task list
- Working with Marketing and Sponsorship Execs to ensure that students are aware of events (social media promotion and classroom presentations)
- Work closely with the Financial Officer to ensure all events and activities are budgeted for and receive appropriate funding.
- Manage the events committee
- Actively pursue opportunities for new club events and activities

Position Available: **VP Tech (1) \***

- Maintaining, expanding, and updating the Website
- Managing technology at events
- Web Coding, Web Design (Must be an experienced Web Developer or Web Designer)
- Portfolio or Display of Scholastic Assignments Required.

Position Available: **First Year Rep \***

- Represent the MSBR to the first-year community
- Create events catered to the first-year community
- Share events, articles, and workshops with the first-year community

Position Available: **Third Year Rep \***

- Represent the MSBR to the third-year community
- Share events, articles, and workshops with the third-year community

Position Available: **Fourth Year Rep \***

- Represent the MSBR to the fourth-year community
- Share events, articles, and workshops with the fourth-year community

Position Available: **Events Committee (3) \***

- Oversee and coordinate the activities and events of the club.
- Establishing plans for pre-event preparation and day-of logistics
- Developing event task list

## **THE BULL & BEAR**

*The Bull & Bear* is McGill's fastest growing news source and only student-run campus-wide magazine. We publish on a rolling schedule online multiple times per week across our four sections: News & Analysis; Arts & Culture; Business & Technology; and Opinion & Letters. Our monthly print issues, published by the Management Undergraduate Society, combine a



variety of factual reports, investigations, discussion pieces, and entertainment articles regarding campus-wide news and issues. We take pride in our focus on in-depth analysis and our attention to visual detail, as much in print as online and through much of our self-sourced media.

Positions Available: **News Editors (2) \*\*\***

The news section primarily covers (1) breaking events, and (2) larger investigative/analysis pieces.

The portfolio must include coverage of MUS events – debates on the MUS BoD elections, or on the appointment of the new MUS VPs.

- To hold pitch/assignment meetings with news writers on a weekly basis (writers usually pitch for analysis & investigative pieces. For breaking news or campus news stories, you would typically assign stories to writers.)
- To consider, determine, and approve editorial direction for writers pursuing investigative or analysis pieces
- To occasionally write short breaking news pieces
- To conduct recruitment efforts
- To edit writing for quality, grammar, and syntax in preparation for copy-editing
- To regularly attend editors' meetings
- To attend and participate in copy edit nights
- 3-4 articles a week
- Assignment of blog and blurb tasks

Positions Available: **Business Editors (2) \*\*\***

The business section covers commerce, finance, management, and advancements in technology from a variety of perspectives.

- Hold pitch meetings with business editors
- Consider, determine, and approve direction for writers in pitch meetings
- Help the recruitment efforts of the executive team, especially in the recruitment of business/technology writers
- Edit writing for quality, grammar, and syntax in preparation for copy edit nights
- Regularly attend editors' meetings
- Attend and participate in copy-edit nights

Positions Available: **Opinion Editors (2) \*\*\***

The opinion section is exceptionally flexible. The opinion section can have articles pertaining to anything – from student culture or McGill bureaucracy, to popular culture, so long as it is on a relevant topic to students and so long as it takes on a fresh, well-reasoned angle. As the opinion section editor, your job description would be as follows:

- To hold pitch meetings with opinion writers
- To consider, determine, and approve direction for writers in pitch meetings

- To help the recruitment efforts of the executive team, especially in the recruitment of opinion writers
- Edit writing for quality, grammar, and syntax in preparation for copy edit nights
- To regularly attend editors' meetings
- To attend and participate in copy-edit nights
- 3-4 articles a week

Position Available: **Layout Editor (1) \*\*\***

- Maintaining a consistent layout
- Creating the appearance and design of the magazine.
- Working with section editors and/or authors to accommodate special illustration requests.
- Creating and utilising a small team of graphic designers in order to create visual material which can be used in the B&B.

Position Available: **Operations Officer (1) \*\*\***

- Ensure that the members of both the Finance/MUS Relations Team and the Marketing/Advertising Team are adhering to deadlines and are smoothly working on various tasks and project.
- Keep track of every member in the Business Units' tasks and projects (as well as documenting issues and completion of tasks) and advise the Managing and Executive Editor in project management.
- Serve an important role in bridging different areas of the Business Unit and the entire publication by relaying information from one area of the publication to the other, ensuring consistent knowledge of information.

# VP COMPETITIONS PORTFOLIO

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## DESAUTELS MANAGEMENT COMPETITION COMMITTEE (DMCC)

Welcome to the 2016-2017 Desautels Management Competition Committee! The DMCC's mission is to increase the competitiveness of our faculty at External Case Competitions. In order to do so, we utilize a tiered training program to ensure the best and most well-prepared competitors possible. Our committee is composed of extremely dedicated and enthusiastic individuals who strongly believe in the quality of Desautels students. We are confident that with effective training and rigorous practice, our delegations will be able to perform at a level befitting of McGill's academic prowess at all Case Competitions. We will be working hard throughout the year to ensure that all delegates have the best possible experiences and are able to represent McGill with pride.

### Position Available: **Director of Finance (1) \*\***

- Responsible for reviewing the current financials and submitting a forecasted budget of the years events in a timely manner
- Maintenance of a working budget throughout the year, accountable for recording all revenues & expenses for DMCC costs
- Present actuals after every event, with inclusion of variance analysis
- Ensure all accounts are in order with expense requests allocated to their specific events
- Work closely with Finance Liaisons for each competition

### Position Available: **Director of Sponsorship (1) \*\***

- Oversee Sponsorship Liaisons
- Responsible for securing sponsorship for DMCC
- Consult with the MUS Corporate Relations team to develop sponsorship products
- Approach potential non-blacklist sponsors for sales
- Coordinate with the MUS CR Accounts Receivable director to collect on sponsorship
- Ensure all contractual obligations to sponsors are met before, during, and after the sponsored event
- Liaise with the MUS CR team to report DMCC sponsorship status
- Maintain an accurate record of sponsor interactions within the MUS CRM software

### Position Available: **Sponsorship Liaison (2) \*\***

- Contact potential sponsoring companies to get funding for both competitions
- Seek out new opportunities for sponsorship
- Maintain relationships with previous sponsorship companies
- Communicate with the CR Team regarding sponsorship obtain and relationships developed throughout the preparation process

Position Available: **Events Liaison (2) \*\***

- Responsible for recruitment and selection of social team, volunteers, and motivators
- Ensure completion of deliverables from REFAEC and CABS
- Have a positive and enthusiastic attitude
- Previous competition experience in social, volunteers, or motivators an asset

Position Available: **Happening Marketing (HM) Coordinator (2) \*\*\***

HM is an inter-university competition which occurs every year around the end of March. The academic component of HM involves marketing cases, however, non-marketing students are encouraged to get involved in the social and sports aspects of the competition. Must be available September 2017-March 2018

- Lead the McGill HM delegation
- Coordinate and work closely with Directors of DMCC
- Represent the interests of McGill's HM delegation at REFAEC
- Work with Finance Liaison to develop and follow a budget
- Responsible for selecting and training all delegates
- It is highly recommended that the applicants have participated in HM at least once
- Must be able to commit to time on weekends (particularly Fridays) throughout the year
- Bilingual is preferred

## **DESAUTELS MANAGEMENT LEADERSHIP SEMINAR (DMLS)**

The Desautels Management Leadership Seminar is held over the course of one weekend, usually at the end of September/beginning of October. It is designed to introduce students to the case competition system and develop leadership skills useful for those who want to increase their involvement in the Faculty of Management.

Position Available: **Director of Sponsorship (1) \*\***

- Responsible for securing sponsorship for DMLS
- Consult with the MUS Corporate Relations team to develop sponsorship products
- Approach potential non-blacklist sponsors for sales
- Coordinate with the MUS CR Accounts Receivable director to collect on sponsorship
- Ensure all contractual obligations to sponsors are met before, during, and after the sponsored event
- Liaise with the MUS CR team to report DMLS sponsorship status
- Maintain an accurate record of sponsor interactions within the MUS CRM software

Position Available: **Director of Communications (1) \*\***

- Establish awareness of DMLS within and outside the McGill community
- Responsible for leading and organizing all promotional activities, such as social media, poster, tabling, and ticket sales
- Maintain the social media presence on all external communications
- Ensure compliance with MUS and Desautels Branding Policy
- Maintain and update all online platforms including the website and ticketing systems
- Must have strong communication skills and preferably experience in marketing
- Technical skills in Photoshop, InDesign, and basic HTML is an asset

## **THE DESAUTELS CASE COMPETITION (DCC)**

The Desautels Case Competition (DCC) aims to offer student and organizations a unique platform to interact with one another. Serving as the faculty's flagship case competition, DCC provides an unprecedented opportunity for upper year and graduating students to participate in an academic competition that showcases their talents to members of the corporate world. The focus of this event is full time and internship recruitment preparation. We are looking for innovative, hard-working, and passionate individuals who have a strong desire to help fellow students through the recruitment process.

Position Available: **Executive Director (2) \*\*\***

- Responsible for overseeing, planning, execution, and operations of the DCC
- Provide support for committee members in order to ensure the overall success of DCC
- Responsible for completing the MUS Annual Report for DCC, and ensuring proper transition for the following year
- Case Class experience is preferred, but not necessary
- Basic knowledge of finance is preferred
- Candidate can ideally speak French with working proficiency

Position Available: **Director of Sponsorship (1) \*\***

- Responsible for securing sponsorship for DCC
- Consult with the MUS Corporate Relations team to develop sponsorship products
- Approach potential non-blacklist sponsors for sales
- Coordinate with the MUS CR Accounts Receivable director to collect on sponsorship
- Ensure all contractual obligations to sponsors are met before, during, and after the sponsored event
- Liaise with the MUS CR team to report DCC sponsorship status
- Maintain an accurate record of sponsor interactions within the MUS CRM software

Position Available: **Director of Academics (1) \*\***

- Responsible for the academic aspects of DCC
- Source or create case materials and other academic materials including tutorials, cases, and informational handouts
- Form and maintain relations with professors, qualified students, and external parties, who will act as coaches and judges

Position Available: **Director of Communications (1) \*\***

- Establish awareness of DCC within and outside the McGill community
- Coordinate the recruitment of volunteers to participate in DCC
- Responsible for leading and organizing all promotional activities, such as social media, poster, tabling, and ticket sales
- Maintain the social media presence on all external communications
- Ensure compliance with MUS and Desautels Branding Policy
- Must have strong communication skills and preferably experience in marketing
- Technical skills in Photoshop, InDesign, **Photoshop**, and basic HTML is an asset

## **THE DESAUTELS PREPARATORY CASE COMPETITION (DPCC)**

The Desautels Preparatory Case Competition is a student run case competition whose mission is to actively promote higher education and leadership amongst CEGEP and high school students, with a focus on the personal development opportunities provided by a business education.

Position Available: **Executive Director (2) \*\*\***

- Responsible for overseeing, planning, execution, and operations of DPCC
- Provide support for committee members in order to ensure the overall success of DPCC
- Responsible for completing the MUS Annual Report for DPCC, and ensuring proper transition for the following year
- Coordinating recruitment visits at CEGEPs in the greater Montreal area with the BCom advisors between end September and end November, as well as the annual McGill Open House and various recruitment events that might be organized during the year
- Expanding the scope of the program by creating new events, for example leadership talks and seminars in CEGEPs
- Organize the Desautels Preparatory Case Competition (DPCC), an academic case competition oriented geared towards CEGEP students held in February by overseeing the success of the competition and coordinating work and information flow between all committee members

Position Available: **Director of Sponsorship (1) \*\***

- Responsible for securing sponsorship for DPCC
- Consult with the MUS Corporate Relations team to develop sponsorship products

- Approach potential non-blacklist sponsors for sales
- Coordinate with the MUS CR Accounts Receivable director to collect on sponsorship
- Ensure all contractual obligations to sponsors are met before, during, and after the sponsored event
- Liaise with the MUS CR team to report DPCC sponsorship status
- Maintain an accurate record of sponsor interactions within the MUS CRM software

Position Available: **Director of Communications (1) \*\***

- Establish awareness of DPCC within and outside the McGill community
- Coordinate the recruitment of volunteers to participate in DPCC
- Responsible for leading and organizing all promotional activities, such as social media, poster, tabling etc.
- Maintain the social media presence on all external communications
- Ensure compliance with MUS and Desautels Branding Policy
- Must have strong communication skills and preferably experience in marketing
- Technical skills in Photoshop, InDesign, and basic HTML is an asset

Position Available: **Director of Logistics (1) \*\***

- Responsible for the day-of logistics of the DPCC
- Responsible for booking and coordinating with external venues and for room bookings within the MUS including study rooms, classrooms, and common areas
- Organize schedules and timing for the day(s) of the event
- Ensure all necessary day-of activities are completed in a timely and effective manner
- Bilingual preferred

Position Available: **Director of Finance (1) \*\***

- Responsible for reviewing the current financials and submitting a forecasted budget of the years events in a timely manner
- Maintenance of a working budget throughout the year, accountable for recording all revenues & expenses for DPCC costs
- Present actuals after every event, with inclusion of variance analysis
- Ensure all accounts are in order with expense requests allocated to their specific events

## **DESAUTELS MICRO-FINANCE COMPETITION (DMFC)**

The Desautels micro-Finance Competition (DMFC) creates a platform for students to express their entrepreneurial spirit while informing McGill about the importance of microfinance. All profits will be invested into KIVA, an organization that facilitates microfinance loans. Through this competition, not only will the participants learn about the importance of microfinance, but will also contribute to helping society by providing loans to individuals in developing countries.

Position Available: **Director of Sponsorship (1) \*\***

- Responsible for securing sponsorship for DMFC
- Consult with the MUS Corporate Relations team to develop sponsorship products
- Approach potential non-blacklist sponsors for sales
- Coordinate with the MUS CR Accounts Receivable director to collect on sponsorship
- Ensure all contractual obligations to sponsors are met before, during, and after the sponsored event
- Liaise with the MUS CR team to report DMFC sponsorship status
- Maintain an accurate record of sponsor interactions within the MUS CRM software

Position Available: **Director of Finance (1) \*\***

- Responsible for reviewing the current financials and submitting a forecasted budget of the yeFars events in a timely manner
- Maintenance of a working budget throughout the year, accountable for recording all revenues & expenses for DMFC costs
- Present actuals after every event, with inclusion of variance analysis
- Ensure all accounts are in order with expense requests allocated to their specific events

Position Available: **Director of Logistics (1) \*\***

- Responsible for the day-of logistics of the DMFC
- Responsible for booking and coordinating with external venues and for room bookings within the MUS including study rooms, classrooms, and common areas
- Organize schedules and timing for the day(s) of the event
- Ensure all necessary day-of activities are completed in a timely and effective manner

Position Available: **Director of Communications (1) \*\***

- Establish awareness of DMFC within and outside the McGill community
- Responsible for leading and organizing all promotional activities, such as social media, poster, tabling, and ticket sales
- Maintain the social media presence on all external communications
- Ensure compliance with MUS and Desautels Branding Policy
- Must have strong communication skills and preferably experience in marketing
- Technical skills in Photoshop, InDesign, and basic HTML is an asset



# VP DEVELOPMENT AND OUTREACH PORTFOLIO

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## DESAUTELS OUTREACH COMMITTEE (DOC)

The Desautels Outreach Committee is being refocused to encompass three engagement demographics. The purpose of this refocusing is to increase the reach of the MUS within the Bronfman, McGill and Montreal communities. This will involve working with a variety of stakeholders to continue engaging the Bronfman community, while also engaging with the University and our local community.

Position Available: **Director of Finance**

- Responsible for reviewing the current financials and submitting a forecasted budget of the year's events in a timely manner
- Maintenance of a working budget throughout the year, accountable for recording all revenues & expenses for various DOC initiatives
- Present actuals after every event, with inclusion of variance analysis
- Ensure all accounts are in order with expense requests allocated to their specific events

Position Available: **Incubation Analyst (8)**

- Responsible for assisting the coordination and planning of smaller social activities throughout the year
- Responsible for assisting in the community outreach program with the city of Montreal, identifying causes to associate with the MUS and engaging on the ground level (through both hands-on outreach as well as not-for-profit consulting)
- Responsibility for assisting with the collaboration with other McGill organizations to increase cross-engagement of the McGill community.
- Must be a strong team player, with high initiative to plan and execute events
- Must be able to commit to weekly meetings to discuss and plan events

## MUS KIVA

Kiva McGill, based off of the larger micro-financing Kiva organization, strives to alleviate poverty through inspiring entrepreneurship. We help entrepreneurs worldwide successfully start their businesses by loaning them enough money to reach their funding goal. We work in three simple steps: first an entrepreneur is chosen, then a specific amount of money is loaned, and finally, the entrepreneur returns the money back, and then we repeat. We endeavor to achieve great impact by maximizing the number of loans we give.

Position Available: **VP Technology (1)**

- Creating, maintaining, and updating the website
- Web design experience required (portfolio required)

## **5 DAYS FOR THE HOMELESS**

5 Days for the Homeless aims to increase awareness of homelessness and raise donations for local charitable organizations supporting homeless and at-risk youth across the country. We strive to create a society where all homeless individuals are given the opportunity to rebuild their lives.

Position Available: **Executive Director (2) \*\*\***

- Must be available from September 2017–April 2018
- Looking for self-sufficient, detailed-oriented individuals with have strong time-management, communication, and organizational skills
- Oversee every aspect of the event including coordinating the activities of the committee and the events logistical operations
- Act as McGill’s Liaison to all external stakeholders, including other universities
- Responsible for raising awareness and gathering donations throughout the year, and organizing various philanthropic events
- Must be very passionate, self-sufficient, proactive, and have leadership abilities

Position Available: **Director of Donations (1) \*\***

- Must be available from September 2017–April 2018 and able to devote 10-15 hours per week
- Must be very passionate, self-sufficient, proactive, and be an effective salesperson
- Responsible for the events philanthropic components, including gathering corporate donations, and donations during the event
- Coordinate with the Director of Communications to help recruit volunteers

## **CASCO**

Positions Available: **Promo Team (2-3) \*\***

- Must be available from August 2017–November 2017 and able to devote 5-10 hours per week
- Act as the face of CASCO through classroom announcements, ticket sales, bake sales etc.
- Must have high energy, enthusiasm and outgoing personality

## P[H]ASSION

Positions Available: **Donations Coordinators (3) \*\***

- Must be available from September 2017–April 2018 and able to devote 5-15 hours per week
- Establish relationships with businesses and sponsors in order to obtain monetary and in-kind product sponsorships
- Must have strong initiative, autonomy, perseverance and communications skills

## PENNYDROPS

PennyDrops is a student-run non-profit organization that was created at McGill to address and combat the growing concern of financial illiteracy in Canadian youth. With Canadian debt-to-income levels reaching record highs (163% in 2016), and with personal savings rates declining three-fold since 1990, PennyDrops seeks to reverse these trends by sending university-level mentors into high school classrooms to deliver our customized financial literacy program at no cost to the schools involved. The activity-based curriculum is taught in small groups, which allows for high-school students to connect and build strong relationships with their university-level mentors over the course of the 4 - 10-week program. The curriculum focuses on the very financial concepts that we and many of our peers wished we had learned in high school. This includes: mindful spending, goal-setting, the banking system, credit vs. debit, time-value of money, taxes, investing, student loans, etc. Since launching the program last academic year, PennyDrops has already taught over nine hundred high school students in Montreal. By becoming a part of the PennyDrops team, you'll be joining a group of university students who are passionate about effecting real change in the communities they live in. The leadership and professional development opportunities are limitless. For more information about the program, visit us at [pennydrops.org](http://pennydrops.org) or check out PennyDrops on Facebook.

Positions Available: **Co-Presidents (2) \*\*\*\*\***

- Responsible for overseeing all duties of the Chapter Executive Team, including those detailed under the VP Operations position below. The Chapter president(s) serve as a liaison between his or her chapter and the National Team, and is responsible for setting the vision and growth prospects for the chapter with the National Team.
- Training and Recruitment: Responsible for recruiting university level mentors from their respective universities. Create an application form, ensure that all potential mentor candidates are interviewed, and verify that the most qualified candidates are selected. After selecting mentors, the president(s) should organize one to three training sessions to ensure that all mentors feel comfortable with the workings of the program. The training session(s) should address concepts such as understanding how to interact with students and teachers, how to deliver the curriculum, how to get to and from the schools, etc.
- Marketing: The president(s) are responsible for leading the promotional efforts of the PennyDrops Chapter at their university. They are also responsible for promoting PennyDrops events, maintaining social media and the chapter's email account, as well as corresponding with individuals who have reached out that are generally interested in the program or that want to learn more.

- Finances: Responsible for managing the chapter's budget.

Positions Available: **Director of Technology (1) \*\***

- Responsible for maintaining and updating the PennyDrops website and creating promotional graphics

Programming knowledge and website development

# VP EVENTS PORTFOLIO

## MANAGEMENT WINTER CARNIVAL & HYPE WEEK

Operating under the VP Events, the Management Winter Carnival Committee is responsible for the complete execution of all the events relating to both Hype Week and Winter Carnival. Every year, the team is held accountable for liaising with third parties, working with venues as well as liaising with other organizations to ensure the safety and inclusivity of Winter Carnival.

Positions Available: **Executive Directors (2) \*\*\*\***

- Must be reachable throughout the summer, and able to devote 20-50 hours per week during September 2017 – February 2018
- Looking for passionate, creative, self-sufficient, proactive, detail-oriented individuals with extremely strong time-management, communication, leadership, and organizational skills
- Plan and run Hype Week 2017 and Carnival 2018 –including but not limited to the scheduling of all events, the solicitation of sponsors, budgetary control, and promotion of the event
- Work with the VP Events & Programming Coordinators to define both the driving vision behind the weeks, and individual visions for each event
- Work closely with VP Events & Cancer Auction committee to ensure record amounts of philanthropy through Hype Week and Carnival
- Being socially responsible and open to consider new initiatives to ensure every experience during Carnival is safe, unique, and one-of-a-kind
- Appropriately represent the Faculty and the University with your actions
- Ensure compliance with McGill Security protocol, enforcing strict adherence to any and all rules
- Budget and managerial experience is an asset
- Must be server-trained with McGill and have prior Carnival experience (as Captain or Committee)

Positions Available: **Programming Coordinators (12-15) \*\*\***

- Must be reachable during the summer, and able to devote 15-20 hours per week during September 2017 – January 2018
- Looking for responsible, passionate, creative, self-sufficient, proactive, detail-oriented individuals
- Aid the Executive Directors in ensuring one-of-a-kind, memorable, and safe events for Hype Week & Carnival
- Work to promote philanthropy, throughout both Hype Week and Carnival
- Responsible for the planning and execution of all events throughout b
- Appropriately represent the Faculty and the University with your actions
- Ensure compliance with McGill Security protocol, enforcing strict adherence to any and all rules

- Must be server-trained with McGill and should ideally have prior Captain experience

### **CANCER AUCTION**

Many of the revenues from MUS events are donated to charitable causes. MUS Cancer Auction takes place in January of each year and raises money for cancer research. In 2016-2017, the MUS Cancer Auction raised over \$52,000.

Position Available: **Director of Marketing (1) \*\*\***

- Must be reachable during the summer, and able to devote 5-15 hours per week during September 2017 – January 2018
- Working with the Executive Directors and Director of Events to effectively promote Cancer Auction and its fundraisers to the McGill student body
- Must be very creative, have a wide network of relationships, and be an effective communicator
- Must also fulfill the sponsorship-seeking roles of Donations Coordinators

Position Available: **Donations Coordinator (10-12) \*\***

- Must be reachable during the summer, and able to devote 5-10 hours per week during September 2017 – January 2018
- Work with the Executive Directors to help secure a record number of items and donations from companies
- Must be very passionate, self-sufficient, proactive, have a wide network of relationships amongst companies, and be an effective salesperson
- Sales or sponsorship experience is an asset

# VP INTERNAL AFFAIRS PORTFOLIO

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## DESAUTELS EXCHANGE NETWORK (DEN)

The Desautels Exchange Network's (DEN) mandate is to integrate the Management exchange student body into the Bronfman community, McGill as a school, and Montreal as a city. As exciting as an exchange program may be, there are many uncertainties that students must overcome before being able to fully establish themselves in their new home. The DEN is here to make this transition as seamless as possible. With events such as Cultural Week, a visit to the Sugar Shack, The Epic & Famous DEN Pub Crawl and more, we do our best to ensure that our exchange students make the most of their time in this amazing city.

Position Available: **Vice President Communications (1)\*\*\***

- Promote all club events and activities
- Send out weekly newsletters to club members
- Maintain the DEN Facebook page
- Design posters for larger-scale club events (2-3 times/semester)

## CONFERENCES

### DESAUTELS BUSINESS CONFERENCE ON SUSTAINABILITY (DBCS)

The Conference on Sustainability is a weekend dedicated towards highlighting and tackling the issues regarding Business Sustainability. Ideal candidates would be innovative, hard-working, and passionate individuals who have a strong desire to continue and improve on the success this event has seen over the past years.

Positions Available: **Executive Director (2)\*\*\*\***

- Responsible for overseeing planning, execution, and operations of DBCS
- Provide support for committee members in order to ensure the overall success of DBCS
- Responsible for completing the MUS Annual Report for DBCS, and ensuring proper transition for the following year

Position Available: **Director of Communications (2)\*\*\***

- Establish awareness of DBCS within and outside the McGill community
- Coordinate the recruitment of volunteers to participate in DBCS

- Responsible for leading and organizing all promotional activities, such as social media, postering, tabling, and ticket sales
- Maintain the social media presence on all external communications
- Ensure compliance with MUS and Desautels Branding Policy for all marketing efforts
- Maintain all online platforms including the website and ticketing systems
- Must have strong communication skills and preferably experience in marketing
- Technical skills in Photoshop, InDesign, Photoshop, and basic HTML is an asset

Positions Available: **Director of Finance (1)\*\*\***

- Responsible for reviewing the current financials and submitting a forecasted budget of the year's events in a timely manner.
- Maintenance of a working budget throughout the year, accountable for recording all revenues & expenses for DBCS.
- Present actuals after every event, with inclusion of variance analysis.
- Ensure all accounts are in order with expense requests allocated to their specific events.

Positions Available: **Director of Sponsorship (1)\*\***

- Work with the MUS Corporate Relations committee to locate corporate sponsorship
- Provide the Director of Finance with continuous updates to ensure that sufficient funds are available for projected costs

## **DESAUTELS FASHION BUSINESS UNCOVERED (FBU)**

Offering some of Canada's brightest students an insider look into an industry so rarely demystified beyond the main areas of creative and sales support, FBU sets out to give students the information and tools necessary to find a position of interest in such a varied and dynamic sector. Keeping a close eye on local success, all the while exploring major international brands, 200 attendees come to hear about the career paths and current industry trends from some of the biggest players in the industry.

Position Available: **Director of Sponsorship (1)\*\*\***

- Work with the MUS Corporate Relations committee to locate corporate sponsorship
- Provide the Director of Finance with continuous updates to ensure that sufficient funds are available for projected costs

## **GOVision MCGILL**

GOVision McGill is a non-profit student organization, dedicated to building an international platform for ambitious students interested in business and entrepreneurship in Asia



Position Available: **VP Sponsorship (2) \*\***

- Consult with the MUS Corporate Relations team to develop sponsorship products
- Maintain contact with current sponsors
- Shall be responsible to contact SMEs for sponsorship opportunities
- Be responsible to create an annual sponsorship package
- Aim to raise sponsorship benefit for the events

### **DESAUTELS AFRICAN BUSINESS INITIATIVE (DABI)**

The Desautels African Business Initiative (DABI) aims to raise awareness of growing business opportunities on the African Continent. The annual conference intends to inspire fellow students to become more involved in the rising African economies. Bringing together African business leaders and experts from over 25 different countries, DABI is a unique platform for the Canadian youth with an interest in Africa and developing regions.

Position Available: **President (1) \*\*\*\***

- Provide leadership and direction to the club
- Be the official liaison with faculty members and administration and DABI alumni as necessary to help implement initiatives proposed by DABI
- Monitor, oversee and assist the directors and volunteers on their activities
- Ensure a detailed agenda for all meetings is prepared and delivered to all members of the executive team
- Define the next conference theme and structure consistent with DABI mission and values
- Contact and find speakers/panelists for the annual conference
- Approve all club communications
- Maintain regular contacts with DABI sponsors and partners.

Position Available: **Vice-President (1) \*\*\***

- Support the President in all their duties