

**UBC Consulting Club**  
**2009-2010 Executives Application**

**Application:**

Please send a **resume** and **cover letter** (indicating the position(s) you would like to apply for) to [Jordan.baimel@ubcconsultingclub.com](mailto:Jordan.baimel@ubcconsultingclub.com) (addressed to Jordan Baimel) by

11:59pm on Thursday, April 8th, 2010.

Your cover letter (max 1 page) should include:

1. Experience and skills you have to offer to the club
2. Why you want to be in Consulting Club
3. Any new ideas you would like to contribute to the club

We will contact you via email to schedule an interview. Interviews will be scheduled from Saturday April 10th to Monday April 12th

**EXECUTIVE POSITIONS 2009-2010**

**General Responsibilities for All Executives**

- Attend the majority of general club meetings.
- Attend and assist in organizing and facilitating all club events.
- Assist in marketing events and generating club awareness.

**VP Finance (1 position)**

- Act as the main liaison between the club and CUS.
- Act as the signing officer with the AMS.
- Manage day-to-day inflows and outflows of club revenues and expenses, including reimbursements.
- Prepare the budget, perform budget reviews, ensures effective allocation of resources, and produce reports as necessary
- Provide bi-monthly budget updates/expense reports

**VP Internal (1 position)**

- Main liaison with Sauder students.
- Work closely with VP Marketing to develop strategic recruitment in the fall (Frosh, Business Week, etc).
- Provides effective communications and marketing with all club members.
- Maintain club email account in a professional manner, providing **prompt** responses to member inquiries.
- Responsible for room bookings

### **VP Corporate Relations (1 position)**

- Develop relationships with industry firms and professionals
- Develop the Sponsorship Package and ensure sponsor's satisfaction and feedback
- Expand existing club networks and liaise with professors, other clubs, faculties, external industry professionals, and the media.
- Ensure the attendance of industry professionals at events/conferences
- Expand West Coast Case Competition to schools in B.C. and Alberta.

### **VP Interdisciplinary (1 position)**

- Promote upcoming event.
- Determine the needs of students outside of Sauder and develop a plan to integrate other faculties with the club activities.
- Works closely with VP Marketing specifically to generate awareness with interdisciplinary students.
- Assist VP Internal and act as the liaison with interdisciplinary students.
- Create a network with students from the faculty of Engineering, Arts, and Science

### **Events Director (2 positions available).**

- Responsible for coordinating with sponsors and VP Internal to develop annual events.
  - E.g. Open House, Day in a Firm, Annual Wine & Cheese Networking Gala.
- Assist in developing new projects and initiatives within the club
- Spearhead the expansion/planning for the West Coast Case Competition
- Must be mainly available during the summer
- Ensure each event is well organized and well attended

### **VP Marketing (1 position)**

- Develop and execute marketing strategy for the club.
  - Includes: concept, logo, marketing strategy for events and general club awareness.
- Develop marketing posters
- Maintain all social media (facebook, twitter, CUS Sunday, etc)
- Works closely with VP Internal in developing recruitment strategy.
- Oversees team of two promotions managers (recruited in September)

### **Design Director (1 position)**

- Webmaster of the club.
- Maintain integrative online network
- Works with VP Marketing in the design aspect of marketing campaigns (logo, club t-shirt, club booth, etc.)
- Previous experience with Web designing required
- Must be mainly available during the summer