



Job title	<i>Business and Services Manager, Student Government</i>
Reports to	<i>Student Body Vice-President and Director of Student Activities Office (SAO)</i>

Job purpose

The *Business and Services Manager (BSM)* exists to serve the board by stewarding the Student Government budget and organizing projects that will act as fundraisers for Student Government. They head the Student Allocations Committee, compile businesses for the Wheatie card, submit expense reports, and manage the board's budget.

Duties and responsibilities

Varying from weekly, bi-monthly, monthly, or sporadic commitments, these duties serve as a snapshot of what to expect from the Business and Services Manager:

Wheatie Card:

- Contact local businesses over the summer to confirm participation in the program.
- Collaborate with the PR manager to market and sell cards to students.

Allocations:

- Form an allocations committee consisting of one representative from each class.
- At the beginning of each semester, meet with clubs to determine funding allocations.

Credit Card/Budget:

- Establish a Student Government Budget with the advisor, President, and VP.
- Distribute the Student Government credit card and keep detailed records of all spending.
- Reconcile all monthly credit card spending and submit reports to accounting.
- Communicate with the SG board and advisor about budget status and spending priorities.
- Use Google Sheets to maintain spending records.

Qualifications

When considering yourself for this position, keep in mind the integrity, work ethic, and discipline necessary to carry out the responsibilities of the Business and Services Manager.

Qualifications include:

- Maintain detailed, organized records and organize
- Possess excellent leadership, interpersonal and communication skills
- Strong teamwork and collaboration skills
- Motivated and resourceful
- Project and process management capabilities
- Ability to write professional emails and reports
- Strong problem-solving skills and demonstrated ability to take initiative and critically analyze information and procedures in a push toward constant improvement
- Strict attention to detail while able to prioritize issues appropriately
- Must be hands-on and be willing to roll up your sleeves to perform any and all responsibilities needed to ensure success



Working schedule

While most of the required responsibilities of BSM can be incorporated into your schedule flexibly, there are other unique, one-time, or sporadic responsibilities that may be omitted but are an aspect of this role. These are unchanging commitments that must fit your schedule:

General Board Schedule

- Weekly SAO Office Hours [date/time chosen at beginning of semesters]
- Weekly Wednesday Boardroom [3:45 – 5:15 pm]
- Weekly Wednesday Board Dinner [5:15 – 6:15 pm]
- Bi-Monthly Thursday Lower Beamer Office Hours [7 – 8 pm]

BSM Schedule

- Club Allocations Meeting [2-3 hours per semester determined by allocations committee]
- Monthly Tuesday Faculty Business Meetings [4:15 – 5:30 pm]

Approved by:	<i>Sarah Yoon, 2019-20 Student Body President</i>
Date approved:	<i>February 13th, 2020</i>
Reviewed:	<i>February 13th, 2020</i>