Undergraduate Business Council

Three Committees

Community engagement: Feedback, events, engagement and interaction community building

Academic core: working with faculty connections in classroom and awareness

Advisory board: day operations

**Committee One:**

**Advisory Board**

**Duties of the President:**

* Realizing the Undergraduate Business Council’s Vision to provide an enhanced undergraduate business experience and an enriched undergraduate business degree;
* Carrying out the Undergraduate Business Council’s dual missions to “serve as the primary representatives of undergraduate business students and organizations,” and to “boost the undergraduate business experience by fostering the Fisher Community”;
* Implementing and coordinating policies set forth and agreed upon by the Undergraduate Business Council;
* Chairing all general and executive UBC meetings;
* Keeping abreast of all issues and projects concerning the Undergraduate Business Council and other student organizations;
* Enabling the free flow of information between the student body and the Undergraduate Business Council;
* President Tasks Include: Running Council of President meetings, being a representative on the SODC Board, and helping run the President’s Retreat in August.
* Maintaining relationships and regular contact with administrators, faculty, staff, and students involved in the undergraduate program;
* In the event that the president cannot attend a COP meeting; the Vice president can step in or the Director of Operations.

**Duties of the Vice President:**

* Assisting with the President’s Internal Council needs
* Working with Organizations emails
* Wellness Representative: Works internally to assist in the wellness area of the council. Is a spokesperson for the Council and continues to be a leader and someone that the Council can come to.
* Membership Board: This board is a subdivision of the VP’s role. Works on maintaining membership within council, recruiting during recruiting season, hosting recruiting events, running Fisher Fall Frenzy, and creating applications for recruitment, booking interview rooms, as well as hosting interviews.
* Will also be assigned additional duties by the president

**Duties of Director of Operations:**

* Maintaining the rosters of UBC officers, including event, and meeting attendance
* Recording minutes of UBC and COP meetings
* Reporting all attendance policy violations to the president and advisor
* Providing and keeping public record of historical UBC in COP minutes
* The Director of operations will also be responsible for additional duties assigned by the president
* They will oversee the progress on each of the events and make sure things overall are doing well
* Reviewing the budget and overall finance, especially the use of COP funding
* Be assigned additional duties by the president

**Committee two academic core**

**Director of faculty relations:**

* Maintaining relationships and regular contact with administrators, faculty, and staff involved in the undergraduate program;
* Serving as a voice of students to the faculty and the associate Dean for undergraduate students in programs
* Meetings regularly, with various faculty at Fisher, including but not limited to
* Core faculty members
* Department chairs
* Associate dean for undergraduate students and programs
* Associate for diversity and inclusion
* Staffing, ULEO advising diversity and inclusion career management, etc.
* Informing the faculty of ideas, goals, and initiatives of UBC and the undergraduate body
* Planning and running any events and initiatives of the faculty and UBC such as of the coffee with the council, Icher faculty event
* But also be responsible for the additional duties assigned by the president

**Director of DEI**

* Maintain relationships with fisher DEI committee
* Plan and work on internal council and external council workshops
* Attend workshops throughout OSU when given the opportunity
* Will also be responsible for the additional duties assigned by the president

**Committee Three Community Engagement:**

**Director of Fisher Student Organizations**

* Increasing the visibility of UC to undergraduate students
* Collecting and researching COP topics to bring to council of presents
* Creating a biweekly newsletter for student organizations
* Being the liaison between undergraduate business council and all of the student organizations on Fisher’s campus, creating reminders and being proactive about organization within other student organizations on fishers campus
* Leading and assigning efforts to collect feedback from other students, including supporting class,and other related feedback events
* Relevant workshop planning
* Will also be responsible for additional duties assigned by the president

**Director of marketing**

* Meeting membership recruitment and UBC informational campaigns
* Establishing marketing campaigns, including website, management and social media, Schoenbaum lobby, bulletin, board materials for organization, fairs, UBC events, and Fisher student organizations engagement
* Working with the vice president, official student engagement to record written in visual photography of special events
* I will be in charge of this week and Schoenbaum and FisherU
* Will also be responsible for additional duties assigned by the president

**Director of Community Events**

* Setting mission and logistics of UBC sponsored special activities targeted to individuals outside of UBC such as Fisher Fall Frenzy, Fisher week of welcome, cookies and cram, Fisher faculty event, spring fest, and any new and upcoming events that we can do and or be apart of
* Budgeting program, funding for special event with the secretary and operations, as well as the undergraduate leadership and engagement office
* Working with the Director of marketing to promote and keep record written, and visual photography of UBC special events
* Coordinating UBC involvement and other wide events
* And will also be responsible for additional duties assigned by the president

**General representatives**

* Serve as a representative of their class participating in UBC, outreach and engagement initiatives
* Work on a committee under a group of board members
* Assist in the coordination of UBC sponsored events, including but not limited to Fisher full frenzy, Fisher Spring festival, Fisher impact donuts with the reading day, the undergraduate recognition ceremony, and additional UC sponsored or sponsored events throughout the year
* Coordinating at least UVC project initiative for semester
* Be responsible for additional duties assigned by the president

**Past President Advisor**

* Serve as an Aid to the president
* The Liaison between President and Advisor
* Continue to help with the advisory board and continuing to help the president Grow and prosper UBC