

Officer Positions and Responsibilities

President

The key responsibilities of this position are:

- Manage all activities of the GSMSA Bay Area
- Serve as the student representative for the Bay Area MBA program on the GSM Alumni Association Board
- Serve as a board member for the Bay Area MBA program on the GSM Student Association
- Foster and maintain relationships with the various GSM business units, business partners and other student organizations across the MBA, MPAc and MSBA programs
- Represent the GSMSA Bay Area on special projects as assigned
- Perform the duties of a general GSMSA Bay Area member
- Review and update the by-laws on an annual basis
- Manage the transition of future GSMSA BA Council

Vice President, External Affairs

The key responsibilities of this position are:

- Represent the Bay Area MBA program in organizing the annual GSM Olympics
- Serve as Board Member for the Bay Area MBA program on the GSM Student Association
- Coordinate and/or lead the fall and spring leadership summits
- Lead the annual class gift campaign for the Bay Area MBA program
- Perform other duties as assigned, in addition to the general GSMSA Bay Area member responsibilities

Vice President, Internal Affairs

The key responsibilities of this position are:

- Coordinate with the Bay Area MBA Program Manager for the first-year orientation and peer mentor program (collaborating with BAAP)
- Manage the recruitment of first-year GSMSA Bay Area members
- Support the VP of External Affairs to manage the annual class gift campaign for the Bay Area MBA program
- Organize networking opportunities for Bay Area MBA students and a quarterly networking opportunity for GSMSA-BA members
- Perform other duties as assigned, in addition to the general GSMSA Bay Area member responsibilities

Director of Academic Affairs

The key responsibilities of this position are:

- Advocate for balanced and competitive class offerings and schedule for Bay Area MBA students
- Solicit feedback from Bay Area MBA students on class offerings and schedule
- Partner with the MBA Academic Director on any GSM curriculum review and feedback
- Lead the IMP/IMS student feedback loop to ensure capstone requirements are improved for future cohorts
- Perform other duties as assigned, in addition to the general GSMSA Bay Area member responsibilities

Director of Student Affairs

The key responsibilities of this position are:

- Serve as the main point of contact for Bay Area MBA clubs on on/off boarding and maintenance activities
- Lead the review and approval process for club funding and dues
- Coordinate surveys or other methods to improve the dining experience at the San Ramon campus
- Manage the annual funding request, student program finances, and associated financial reporting requirements to the GSM administration
- Perform other duties as assigned, in addition to the general GSMSA Bay Area member responsibilities

Director of Signature Event

The key responsibilities of this position are:

- Serve as main point of contact for the annual Bay Area MBA signature event
- Recruit a team to effectively plan and execute the event's activities
- Manage all event revenues/expenses and work with the Director of Student Affairs on the annual funding request
- Prepare a report post-event detailing the event's attendance, financials and other important information to satisfy the reporting requirement of the annual funding request
- Perform other duties as assigned, in addition to the general GSMSA Bay Area member responsibilities

Director of Professional and Career Development

The key responsibilities of this position are:

- Serve as main point of contact for the Career Development team
- Organizes quarterly professional and/or career-focused events for the Bay Area MBA program
- Develops, coordinates or cultivates professional development opportunities for the Bay Area MBA program
- Conduct surveys or other methods to continuously identify top companies and positions Bay Area MBA students are or would like to pursue
- Perform other duties as assigned, in addition to the general GSMSA Bay Area member responsibilities

Director of Marketing & Communications

The key responsibilities of this position are:

- Manage the GSMSA Bay Area webpage
- Coordinate the quarterly meet and greet sessions
- Manage the quarterly committee and administrative meetings and minutes
- Create content for blogs and social media bimonthly to cultivate an online presence for the Bay Area program
- Perform other duties as assigned, in addition to the general GSMSA Bay Area member responsibilities