

2019 - 2020 Director Information & Application

Haskayne Students' Association (HSA)

Jenny Wong
President

Rudina Ashoori
Vice President Academic

Darya Kanevska
Vice President External

Aly Samji and Sarah Sparks
Vice Presidents' Student Life

Jacob Kroetsch
Vice President Operations
and Finance

Akari Maeda
Vice President Marketing



Overview of the HSA

The Haskayne Students' Association (HSA) is a student operated governing body within the Haskayne School of Business. Working with the students and faculty, the HSA strives to ensure a positive experience for all students. The HSA is a partner to other Haskayne organizations and aims to improve seamless collaboration faculty-wide. All elected members in leadership roles within HSA work to accurately represent Haskayne students in committees and decision-making processes. We endeavour to meet and exceed undergraduate student needs, as well as voice these needs and facilitate communication between students and faculty.

The HSA's Role

- Create a sense of community within Haskayne to better the undergraduate experience
- Provide opportunities for students to interact with other students, professors, alumni and community members
- Search and provide new student initiatives to improve student engagement with the support of other Haskayne stakeholders
- Monitor and accurately represent the voice of the undergraduate student body and advocate on their behalf

The HSA's goal is to create a sense of community within the Haskayne School of Business and to represent the student body in its university-related interests with an emphasis on honest and transparent representation.

The Expectation

VP Discussions (2 hours per month)	The Director will work in collaboration with their respective Vice President to develop the initiatives within each portfolio. The meeting times are determined between the VP and the Director(s) and will include a variety of tasks, duties, and expectations.
HSA General Meetings (1 hour per month)	Each Director will be expected to attend one (1) HSA meeting per month. The meetings will be held bi-weekly each semester. Should the director be unable to fill this commitment, they can replace this hour with additional event hours (see below).
Event Hour (1 hour per month)	Every Director will be required to attend a minimum of one Haskayne sanctioned event each month representing the organization. This includes, but is not limited to, events hosted by the Haskayne Students' Association, Commerce Undergraduate Society (CUS), Canadian Centre for Advanced Leadership (CCAL), Hunter Centre for Entrepreneurship and Innovation (HCEI), Career Centre and any other Haskayne Student Club (HSC) event.
Year End Event (5 Hours)	Every Director will be required to attend the Year End Event celebration. This event is open to all students, and is hosted to celebrate the Haskayne House Cup, student achievements and milestones for the Haskayne School of Business. The Director may be provided a list of tasks to oversee before and during the day.
Annual General Meeting (1 Hours)	Attendance at the Annual General Meeting (AGM) will be mandatory for every Director. The AGM will consist of voting motions regarding changes to the constitution and be open to all Haskayne students to attend. A task list may be provided to Directors to execute prior to the AGM. Date TBD.

20~ hours per Semester	Directors will be expected to complete a minimum of 20 hours per semester contributed to the expectations outlined above. This number will translate into a minimum of 40 hours completed over the course of 2019 and 2020 academic year.
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The Understanding

As the HSA's position continues to grow within our business school, additional hours may be requested of the director to assist with Vice President initiatives and duties. This is communicated between the VP and the director, and by no means is the director required to give more than outlined above. We are all students, and we understand that extenuating circumstances occur.

Communication is key; be honest and straightforward with us so that we are able to work with you. We want to know you are organized and have the skills to plan ahead.

Director Roles and Responsibilities

Each director assists the Vice President with his or her portfolio. Please see the below outline of each Vice Presidents role within the HSA to get an idea of how the director will contribute. If you have any questions about each role, please contact the VP directly. Please also note that portfolios collaborate and assist each other throughout the academic year in various ways.

Hiring Portfolios

Sarah Sparks and Aly Samji
hsastudentlife@haskayne.ucalgary.ca

Vice Presidents' Student Life

Seeking Directors Student Life

- Creates a sense of inclusivity and family within the Haskayne student body while encouraging diversity
- Supports a sustainable "House System" that will encourage student engagement and develop a unique "Haskayne Culture" that is recognized across campus and within other community
- Helps plan and implement "This is it" year end event

- Develops new programs that will increase engagement and raise the profile of Haskayne students
- Encourages and assists Haskayne students with applying for student funds through the Students' Union and other funding bodies.
- Plan and execute Fall Orientation
- Helping to create an app, that will be integrated as a part of the Haskayne experience.

Rudina Ashoori

hsaacademic@haskayne.ucalgary.ca

Vice President Academic

Seeking Directors Academic

- Advances SU/ Campus Teaching Awards amongst student body
- Organize workshops to promote academic development by having guest speakers and other wellness representatives
- Assists in the development of programs that increase and recognize the academic success of Haskayne students, such as case competitions.
- Collaborates with faculty to plan Dean's List Event to honor high achieving students

Darya Kanevska

hsaexternal@haskayne.ucalgary.ca

Vice President External

Seeking Directors External

- Manages the Hello Haskayne D2L Page
- Works with the business community to create sponsorship opportunities for HSA
- Works with Haskayne Community Outreach and Alumni Relations office to facilitate both student and alumni engagement
- Collaborates and communicates with the Career Centre to develop programs for Haskayne
- Main form of communication between other universities and Haskayne
- Researches opportunities to provide students with a better university experience

Jacob Kroetsch

hsafinance@haskayne.ucalgary.ca

Vice President Operations and Finance

Seeking Directors Operations and Finance

- Develops a system to share responsibilities amongst the clubs, to approach potential corporate partners and maximize benefit to both corporate partners and Haskayne students seeking sponsorship.
- Maintains and keeps records of the corporations from which clubs have sought sponsorship
- Maintains record of HSA's day-to-day banking needs

Note: Due to the nature of the banking processes, Directors of Operation and Finance are unable to take an independent active role in many of the above processes. Directors will have the opportunity to help with finance related tasks whenever possible.

Akari Maeda

hsamarketing@haskayne.ucalgary.ca

Vice President Marketing

Seeking Directors Marketing

- Manages social media pages and stories and works with the Faculty Marketing Advisor
- Takes photography/video for events and event promotions
- Creates advertisements and events to increase student engagement and awareness and to increase revenue streams for the HSA
- Manages the HSA Website
- Designs and promote merchandise for the faculty and the internal HSA team

Important dates

Friday, September 20th	Director applications close at 11pm.
Monday, September 23rd- Wednesday, October 2nd	Interviews <i>Each time slot will be 15-30 minutes in length depending on the Portfolio</i>
Sunday, October 6th	All applicants will be contacted by 8pm.

We look forward to hearing from you soon!