

This document describes the responsibilities of each Evening MBAA position and its primary goals. As each position evolves, these goals should be updated annually.

EVENING MBAA EXECUTIVE COUNCIL

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PRESIDENT

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**Description:**

The President is accountable and responsible for the annual strategic planning and formation of Evening MBAA initiatives and goals, including oversight of Evening MBAA VPs. The President is also charged with maintaining close relations with the Dean of the Business School, the Assistant Dean for External Relations, the MBA Program Director, the Career Management staff, and the Directors of the other graduate business programs as appropriate. The President presides at all Evening Council and Evening Membership meetings.

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EXECUTIVE VICE PRESIDENT OF OPERATIONS

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**Description:**

The Executive Vice President of Operations is accountable and responsible for short-range program execution. In addition, the Executive Vice President of Operations shall support the President with annual strategic planning and formation of Evening MBAA initiatives and goals, including oversight of Evening MBAA VPs. In addition, the Executive Vice President of Operations will support the initiatives and goals of other executive board members. If the Executive Vice President of Communications is not in the Evening MBAA Council, the Executive Vice President of Operations will be responsible for maintaining meeting records. The Executive Vice President shall assume the duties of the President in the President's absence.

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EXECUTIVE VICE PRESIDENT OF COMMUNICATIONS

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**Description:**

The Executive Vice President of Communications is accountable and responsible for maintaining communication and record of the Evening MBAA Executive Board and the annual Evening MBAA elections. The Executive Vice President of Communications shall be responsible for sending out minutes from each Evening MBAA board meeting. Additionally, the Executive Vice President of Communications will maintain communications between the Evening MBAA Board and the Evening MBA student body through all communication platforms available.

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EXECUTIVE VICE PRESIDENT OF FINANCE

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**Description:**

The Executive Vice President of Finance is accountable and responsible for the creation and management of the annual budget. Additionally, the Executive Vice President of Finance shall be the liaison between the MBA Program Office, student clubs for the disbursement of MBA Program Office sponsorship funds and the Full-time MBAA Council. The Executive Vice President of Finance shall be responsible for providing a monthly financial update. **The Executive Vice President of Finance is not an elected position, it will be appointed by the Executive Council in consultation with the Program Office.**

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VICE PRESIDENT OF ACADEMIC AFFAIRS

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**Description:**

The VP of Academic Affairs serves as a liaison between students, faculty, and administration to resolve academic issues concerning course scheduling, faculty/course feedback, curriculum requirements, and course loads. This person is responsible for Mid Quarter Core Professor reviews. This includes administration of a survey to collect feedback from current students each quarter on class topics, course speed, miscellaneous concerns, and then delivers the feedback to the Professor of that class, in partnership with the class representatives. In addition, the VP of Academic Affairs serves on the Masters Program Committee and is responsible for the end of year Professor and graduation awards.

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VICE PRESIDENT OF ALUMNI AFFAIRS

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**Description:**

The VP of Alumni Affairs serves as the primary liaison between graduate students, alumni and the Alumni Relations Program Office within the business school as well as the MBA Career Management Office, as appropriate. The VP of Alumni Affairs will be tasked with creating and/or supporting at least one quarterly event that serves Evening MBA Alumni and the current Evening MBA Students.

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VICE PRESIDENT OF COMMUNITY OUTREACH

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**Description:**

The VP of Community Outreach serves as the primary liaison between the Evening MBAA and local community service organizations. The VP of Community Outreach is responsible for creating opportunities for Evening MBAA members to participate in philanthropic activities. In conjunction with the VP of Program Relations, this person will appoint the Evening representative(s) for Challenge for Charity (C4C). This person will also serve as the chair for the Evening MBAA Foster Fun Run, liaison with the full time C4C board regarding fundraising & philanthropy, and plan at least one quarterly Service Day.

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VICE PRESIDENT OF INFORMATION TECHNOLOGY

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**Description:**

The VP of Information Technology is responsible for serving as a liaison between the student body, the Exec VP of Communications and the various technology entities on campus. Additionally this role is responsible for creating and/or maintaining the Evening MBAA website, associated social media, and the pay pal payment forms in conjunction with the Exec VP of Finance.

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VICE PRESIDENT OF MEMBERSHIP

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**Description:**

The VP of Membership is responsible for communicating the value of the Evening MBAA to incoming Evening MBA Students as well as non-members of the MBAA. They will plan and execute at least two summer welcome events (i.e. BBQ, Mariners game, etc.). The position will work closely on recruiting

MBAA members and ensuring dues are paid. They will work with the MBA Program Office on planning ePRIME and other orientation activities. In addition, they will maintain an active membership list (in concert with the Treasurer).

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## VICE PRESIDENT OF PROGRAM RELATIONS

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**Description:**

The VP of Program Relations works on creating strong relationships throughout the Foster School of Business MBA Programs. The position will work with student leaders in the Full-time MBA, Executive MBA and Technology MBA Programs. This person will serve as the primary liaison between the Evening MBAA and student clubs. They will train and support Evening-student representation within the clubs. If a club does not have an Evening MBAA representative, the VP of Program Relations will serve as the primary representative. They will work with the MBA Program Office on planning the Activities Fair.

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## VICE PRESIDENT OF STUDENT AFFAIRS

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**Description:**

The VP of Student Affairs is the primary social event coordinator for the Evening MBA Program and serves the board as the subject matter expert for event planning resources. The VP of Student Affairs is responsible for planning and coordinating the Winter Ball (aka "The Frosters") and the end-of-the-year awards party (aka "The Fosters"). They are also responsible for serving as the Evening Representative for the TG planning committee. Lastly, this officer should seek out new opportunities for events that would add to the student experience as needed.

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## CLASS REPRESENTATIVE

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**Description:**

The Class Representatives will act as liaisons between the students, the academic leaders, and the Evening MBAA. They will ensure that classmates are represented and informed of MBA Program and Evening MBAA activities. They will collect and return end of the quarter class evaluations and partner with the VP of Academic Affairs to deliver mid-quarter feedback to core professors. The Class Representatives will inform classmates of school wide announcements (i.e., class cancellations, campus wide closures, etc.) and build social cohesion of class by organizing weekly happy hour and/or other extracurricular events (the first-year class representatives will select the happy hour locations). Additionally, the third-year class representatives work closely with the MBA Program Office and the Foster School of Business Advancement Team on choosing and fundraising for the graduating class gift.

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## VICE PRESIDENT OF DIVERSITY AFFAIRS

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**Description:**

The VP of Diversity Affairs serves as a liaison between students, affinity groups, and the newly formed Diversity Council to promote affinity group programming for evening students. This person is responsible for serving as the Evening MBAA representative for the Diversity council meetings and for building relationships with the existing affinity group clubs (for example, Foster Out in Business or Women in Business). As this is a new role, it is also expected that this role description serves as a simple guide, not a set of rules, so the newly elected VP will also be responsible for defining how this role can contribute positively to the Foster student experience.