

SOCIETY ELECTIONS POSITIONS: BUSINESS & IT SOCIETY

OPEN POSITIONS

All positions have one (1) vacancy unless otherwise stated.

- President
- Vice President of Commerce
- Vice President of Information Technology (IT)
- Chief Financial Officer (CFO)
- Chief Communications Officer (CCO)
- Chief Operations Officer (COO)
- Chief Technology Officer (CTO)
- Chief Relations Officer (CRO)
- Chief People Officer (CPO)
- Chief Innovation Officer (CIO)

QUALIFICATIONS

In addition to the eligibility requirements outlined in the Society Elections Policy & Procedure and OTSU Bylaws, all candidates must also have the following qualifications:

- Must be enrolled in the Bachelor of Commerce or Bachelor of IT in the faculty of Business & IT
- Must be in good academic standing
- Prior Leadership Requirement:
Any candidate running for a Voting Officer position must have previously held an executive, director, coordinator, or formally recognized leadership role within:
 - (a) BITSoc; or
 - (b) a BITSoc-recognized Sub-Association and/or Team.
- Presidential Eligibility Threshold:
Any candidate running for the office of President must:
 - (a) have held a recognized leadership role within BITSoc for a minimum of one (1) full academic year; and
 - (b) be in no less than their second (2nd) year of study at the University, or equivalent academic progression as determined by institutional standing.

TERM OF OFFICE

Elected positions can serve a maximum of one year, commencing May 1, 2026 to April 30, 2027.

VOTING PROCESS

The Business & IT Society has adopted a process of Acclaimed positions. Candidates will be notified before the All-Candidates Meeting if their position is acclaimed, in which case, they will not need to proceed with the full election process.

All the roles listed below are not limited to the listed duties and may be required to engage in other duties deemed necessary and appropriate by the assembly.

PRESIDENT

The President shall serve as the Chief Executive Officer and primary spokesperson of the Society, responsible for Society-wide leadership, strategic governance, executive oversight, and institutional representation, ensuring alignment with BITSoc's mission, Faculty priorities, and applicable institutional requirements.

Responsibilities

1. Serve as the official representative and principal liaison between BITSoc and the Ontario Tech Student Union ("OTSU"), the Faculty of Business and Information Technology ("FBIT"), Ontario Tech University administration, and external stakeholders.
2. Lead the creation, execution, and performance oversight of BITSoc's strategic vision, annual operating plan, and long-term strategic initiatives.
3. Chair all meetings of the Executive Assembly, Presidents' Council, and General Membership, in accordance with meeting standards set out in the BITSoc Constitution.
4. Ensure effective executive performance by supervising all Voting Officers and ensuring accountability across all Society portfolios.
5. Maintain ongoing working communication with:
 - (i) OTSU Clubs & Societies Coordinator and Student Engagement leadership;
 - (ii) the Dean of FBIT, Faculty Advisor(s), program directors, and faculty leadership bodies; and
 - (iii) external partners relevant to Society growth, sponsorship, and reputation.
6. Oversee all governance integrity, including constitutional compliance, institutional compliance, risk containment, and crisis governance response.
7. Work with the CFO and COO to approve major financial decisions, monitor budget health, and ensure transparency of Society operations.
8. Uphold and enforce Society professionalism, standards of conduct, and internal governance discipline across all executives, Sub-Associations, and Society Teams.
9. Serve as the final internal authority on disputes, escalations, and governance conflicts, in consultation with the Faculty Advisor and Student/Alumni Advisor(s) where appropriate.
10. Perform all additional duties required by the Executive Assembly and within the scope of institutional compliance frameworks.

VICE PRESIDENT OF COMMERCE

The Vice President of Commerce shall act as the primary liaison between BITSoc and all commerce-related sub-associations and student groups, ensuring strong representation, effective communication, and engagement initiatives that align with BITSoc's mission and faculty priorities.

Responsibilities

1. Shall maintain regular communication and foster collaboration with commerce-related sub-associations, including OTAA, OTFA, HRA, OTMA, and WIB.
2. Shall represent the interests of commerce students at all relevant faculty and society meetings, ensuring their needs and concerns are addressed.
3. Shall inform commerce sub-associations of faculty updates, OTSU directives, and BITSoc initiatives that impact their operations or programming.
4. Shall oversee the active membership roster for all commerce-affiliated students and maintain accurate records of participation and engagement.
5. Shall support the President in implementing society-wide initiatives, and develop commerce-specific programs and engagement strategies in alignment with BITSoc objectives.
6. Shall coordinate commerce student participation in external opportunities, including case competitions, conferences, and networking events, ensuring representation across all commerce programs.
7. Shall attend all mandatory meetings, including monthly FBIT Faculty Council meetings, OTSU sessions as required, and internal meetings.
8. Shall serve as Acting President in the absence or incapacity of the President, assuming all constitutional and operational responsibilities of the office during such time.
9. Shall mentor and supervise Commerce Coordinator(s), providing direction, training, and performance guidance to ensure the successful execution of assigned tasks and initiatives.
10. Shall work collaboratively with the CRO and Sponsorship Coordinators on employer outreach initiatives relevant to commerce students.
11. Shall perform any additional duties as assigned by the President and/or required under the BITSoc Constitution or OTSU guidelines.

VICE PRESIDENT OF INFORMATION TECHNOLOGY (IT)

The Vice President of IT shall act as the primary liaison between BITSoc and all IT-related sub-associations and student groups, ensuring representation, effective communication, and engagement within the IT community, while aligning with BITSoc and faculty priorities.

Responsibilities

1. Shall maintain regular communication and foster collaboration with IT-related sub-associations, including NETSoc, GDSA, TMSA, and WIT.
2. Shall represent the interests of IT students at all relevant faculty and society meetings, ensuring their needs and concerns are addressed.
3. Shall inform IT sub-associations of faculty updates, OTSU directives, and BITSoc initiatives that impact their opera-

- tions or programming.
4. Shall oversee the active membership roster for all IT-affiliated students and maintain accurate records of participation and engagement.
 5. Shall support the President in implementing society-wide initiatives, and develop IT-specific programs and engagement strategies in alignment with BITSoc objectives.
 6. Shall coordinate IT student participation in external opportunities, including hackathons, case competitions, conferences, and networking events, ensuring representation across all IT programs.
 7. Shall attend all mandatory meetings, including monthly FBIT Faculty Council meetings, OTSU sessions as required, and internal executive or strategy meetings.
 8. Shall serve as Acting President in the absence or incapacity of the President, assuming all constitutional and operational responsibilities of the office during such time.
 9. Shall mentor and supervise IT Coordinator(s), providing direction, training, and performance guidance to ensure successful execution of assigned tasks and initiatives.
 10. Shall collaborate with the CTO and Associate Technology Officer(s) to drive technology-related projects and initiatives for the society.
 11. Shall work collaboratively with the CRO and Sponsorship Coordinators on employer outreach initiatives relevant to IT students.
 12. Shall perform any additional duties as assigned by the President and/or required under the BITSoc Constitution or OTSU guidelines.

CHIEF FINANCIAL OFFICER (CFO)

The CFO shall oversee all financial operations of BITSoc, ensuring compliance with OTSU financial regulations and internal controls. The CFO is responsible for maintaining fiscal integrity, preparing budgets, managing financial reporting, and supporting sponsorship initiatives in partnership with other executive members.

Responsibilities

1. Shall maintain accurate, up-to-date, and verifiable financial records for all BITSoc transactions in accordance with OTSU and university policies.
2. Shall prepare and submit all mandatory financial documents and forms to the OTSU within required timelines.
3. Shall develop and propose the semesterly and annual budgets for approval by the Assembly, ensuring alignment with BITSoc's strategic priorities and operational needs.
4. Shall monitor and track all revenue and expenditures, ensuring all transactions comply with budgetary allocations and financial accountability standards.
5. Shall create and implement financial policies and procedures that promote transparency, accountability, and sustainable financial practices.
6. Shall collaborate with the CRO and Sponsorship Coordinator(s) on sponsorship agreements, ensuring financial obligations and deliverables are properly documented and executed.

7. Shall develop and propose fundraising strategies or alternative revenue streams when necessary to support BITSoc initiatives.
8. Shall provide timely financial reports to the President, Assembly, and OTSU upon request, including mid-term and year-end summaries.
9. Shall grant members access to financial records in a timely manner when requested, in compliance with constitutional provisions on transparency.
10. Shall oversee and approve financial disbursements, reimbursements, and event-related expenditures in accordance with OTSU policy.
11. Shall ensure all funds are used in compliance with university and OTSU risk management guidelines.
12. Shall assist the President and COO in planning events and initiatives by providing financial guidance and feasibility analysis.
13. Shall perform any additional financial duties as assigned by the President and/or required under the BITSoc Constitution or OTSU regulations.

CHIEF COMMUNICATIONS OFFICER

The CCO shall oversee all communication, branding, and marketing functions of BITSoc, ensuring consistent, accurate, and timely dissemination of information across internal and external channels. The CCO is responsible for upholding BITSoc's brand identity, managing digital engagement platforms, and supporting public relations efforts to strengthen BITSoc's presence and reputation.

Responsibilities

1. Shall develop and execute a comprehensive communications strategy that aligns with BITSoc's mission, strategic priorities, and engagement objectives.
2. Shall manage, update, and monitor all BITSoc social media accounts, including but not limited to Instagram, LinkedIn, TikTok, Facebook, and any future digital platforms, ensuring consistent branding and content quality.
3. Shall maintain and regularly update the official BITSoc website to ensure accuracy, functionality, and timely posting of events, announcements, and resources.
4. Shall oversee all official correspondence of the society, including drafting and distributing announcements, newsletters, and formal communications to students, faculty, and external stakeholders.
5. Shall respond to all official BITSoc email inquiries within two (2) business days to maintain a high standard of professionalism and responsiveness.
6. Shall document, archive, and maintain records of meeting minutes, key decisions, and official communications for accountability and institutional memory.
7. Shall lead the design and approval process for all promotional materials, including digital graphics, posters, videos, and branded assets for events and campaigns.
8. Shall collaborate with the President and CRO on all media relations and public relations initiatives, ensuring alignment with BITSoc's professional image and goals.

9. Shall oversee the production and publication of content that enhances student engagement, including event marketing campaigns, career resources, and society updates.
10. Shall mentor, train, and supervise the Associate Communications Officer(s), providing clear direction, feedback, and professional development opportunities.
11. Shall ensure compliance with BITSoc, Ontario Tech and OTSU branding and marketing guidelines.
12. Shall perform any additional communications-related duties as assigned by the President and/or required under the BITSoc Constitution or OTSU guidelines.

CHIEF OPERATIONS OFFICER

The COO shall be responsible for the operational and administrative management of BITSoc, ensuring the successful execution of events, sponsorship deliverables, and internal processes. This role encompasses event logistics, strategic partnerships, and oversight of organizational infrastructure to maintain efficiency and compliance with university and OTSU standards.

Responsibilities

1. Shall plan, coordinate, and oversee the operational execution of all BITSoc events, including logistics, scheduling, resource allocation, and risk management.
2. Shall ensure compliance with university and OTSU event protocols, including the timely submission of event forms, risk assessments, and room bookings.
3. Shall maintain accurate and up-to-date records of all meetings, events, and operational documentation for accountability and audit purposes.
4. Shall prepare, post, and distribute notices of meetings, including agendas and supporting materials, in accordance with constitutional timelines.
5. Shall lead the development and continuous improvement of BITSoc's sponsorship package in collaboration with the CRO and CFO, ensuring accurate deliverables and professional presentation.
6. Shall support the execution and fulfillment of sponsorship agreements, ensuring sponsor benefits (e.g., tabling, branding visibility) are delivered as promised.
7. Shall manage inventory, procurement, and asset tracking for BITSoc's resources and branded materials and merchandise.
8. Shall connect students with experiential learning opportunities, including conferences, case competitions, and workshops, by coordinating access and providing logistical support.
9. Shall establish and maintain operational procedures that promote efficiency, accountability, and alignment with BITSoc's strategic objectives.
10. Shall mentor, train, and supervise Associate Operations Officer(s), providing clear direction and oversight to ensure effective support for operational needs.
11. Shall perform any additional operational or administrative duties as assigned by the President and/or required under the BITSoc Constitution or OTSU guidelines.

CHIEF TECHNOLOGY OFFICER

The CTO shall lead the development and management of BITSoc's technology strategy, ensuring all digital platforms, tools, and systems function efficiently and support member engagement. This role focuses on maintaining BITSoc's online presence, implementing technology solutions to improve operations, and supporting IT-focused initiatives.

Responsibilities

1. Shall maintain, monitor, and continuously improve the official BITSoc website (www.otubitsoc.com) to ensure accuracy, accessibility, and functionality.
2. Shall collaborate with the VP of IT to design and implement technology-driven initiatives that enhance engagement and foster collaboration among IT-focused sub-associations.
3. Shall identify and integrate new digital tools, software solutions, and platforms to improve operational efficiency, event management, and student engagement.
4. Shall oversee technology-related support for BITSoc events, including audiovisual setup, digital registration systems, and live-streaming when applicable.
5. Shall manage technology infrastructure, including domain management, hosting services, security protocols, and user permissions, to safeguard BITSoc's digital assets.
6. Shall maintain accurate documentation of all technology processes, tools, and integrations for continuity and accountability.
7. Shall act as the primary contact for troubleshooting technology issues affecting BITSoc's platforms or services.
8. Shall oversee and coordinate communication platforms (e.g., Discord, email systems) to ensure accessibility and efficiency for executive operations and student outreach.
9. Shall supervise and mentor Associate Technology Officer(s), providing technical guidance, project direction, and professional development support.
10. Shall remain informed of emerging technologies, digital trends, and best practices relevant to student engagement and organizational management.
11. Shall perform any additional duties related to technology and digital operations as assigned by the President and/or required under the BITSoc Constitution or OTSU guidelines.

CHIEF RELATIONS OFFICER

The CRO shall manage and strengthen BITSoc's relationships with external stakeholders, including sponsors, alumni, industry partners, and community organizations. This role encompasses sponsorship acquisition, alumni engagement, mentorship programming, and outreach efforts to support BITSoc's strategic objectives and enhance student opportunities.

Responsibilities

1. Shall develop and execute BITSoc's sponsorship strategy, including prospecting, outreach, negotiations, and agreement execution in alignment with society goals and OTSU guidelines.
2. Shall maintain an accurate and up-to-date External Relations Management (ERM) system, tracking all partnerships, sponsorship leads, and engagement history for transparency and continuity.
3. Shall oversee sponsorship retention efforts, ensuring fulfillment of contractual deliverables such as branding visibility, event access, and promotional benefits.

4. Shall collaborate with the COO and CFO to ensure financial and logistical compliance for sponsorship agreements and related activities.
5. Shall lead alumni engagement efforts by developing programs, events, and networking opportunities to connect alumni with current students for mentorship, professional development, and recruitment.
6. Shall work closely with the Faculty of Business and IT to support outreach initiatives, including high school engagement programs, promotional presentations, and recruitment events.
7. Shall design and support mentorship initiatives in collaboration with the VP of Commerce, VP of IT, and relevant coordinators to promote student growth and industry exposure.
8. Shall maintain detailed administrative records of all external relationships, sponsorship agreements, and alumni activities for accountability and audit purposes.
9. Shall supervise and mentor Alumni Coordinator(s), Sponsorship Coordinator(s), and Career & Co-op Coordinator(s), providing direction, training, and performance guidance to ensure alignment with BITSoc's strategic objectives.
10. Shall assist the President in representing BITSoc at external stakeholder meetings, networking events, and university functions as required.
11. Shall perform any additional external relations or partnership duties as assigned by the President and/or required under the BITSoc Constitution or OTSU guidelines.

CHIEF PEOPLE OFFICER

The Chief People Officer (CPO) shall serve as the executive authority responsible for human capital governance, executive performance management, internal compliance culture, and leadership development within the Society. The CPO shall ensure that all executives, directors, coordinators, Sub-Association leaders, and Society Team members operate in alignment with BITSoc's governance standards, professional expectations, and institutional obligations.

Responsibilities

1. Shall oversee all matters relating to executive conduct, internal governance discipline, and leadership accountability, ensuring consistency with this Constitution, Society policies, and institutional expectations.
2. Shall develop, maintain, and enforce internal standards of professionalism, conduct, and role performance for all executives, coordinators, directors, and Society Team members.
3. Shall oversee recruitment, onboarding, training, evaluation, and offboarding processes for all non-voting officers, coordinators, directors, and Society Teams, in coordination with the President and relevant portfolio executives.
4. Shall administer performance review frameworks, including warnings, improvement plans, and formal recommendations for removal or restructuring, where warranted, in accordance with constitutional procedures.
5. Shall act as the primary executive responsible for conflict resolution, mediation, and internal dispute management, escalating matters to the President and Faculty Advisor where required.
6. Shall oversee equity, inclusion, accessibility, and respectful conduct practices, ensuring that Society operations foster a safe, professional, and inclusive leadership environment.
7. Shall maintain confidential personnel records, disciplinary documentation, and compliance logs related to executive and team governance, in coordination with the Director of Audit & Compliance.

8. Shall collaborate with the Director of Audit & Compliance or similar to ensure alignment between people governance, risk management, and institutional compliance requirements.
9. Shall support leadership succession planning, executive continuity, and knowledge transfer between outgoing and incoming executive teams.
10. Shall advise the Executive Assembly on organizational structure, role clarity, leadership capacity, and governance health, including recommendations for structural improvements.
11. Shall serve as a voting member of the Executive Assembly and participate fully in all governance deliberations affecting leadership and internal operations.
12. Shall perform any additional duties relating to people governance, leadership development, or internal compliance as assigned by the President or required under this Constitution or institutional policy.

CHIEF INNOVATION OFFICER

The Chief Innovation Officer (CIO) shall serve as the executive authority responsible for innovation strategy, strategic experimentation, future-oriented initiatives, and the implementation of new programs that advance BITSoc’s long-term growth, competitiveness, and institutional relevance. The CIO shall steward the Society’s innovation agenda in alignment with BITSoc’s mission, Faculty priorities, and the Innovate & Lead: BITSoc Strategic Growth Plan (2025–2035).

Responsibilities

1. Shall lead the design, coordination, and execution of innovative initiatives, pilot programs, and experimental projects intended to enhance student engagement, professional development, operational efficiency, or faculty collaboration.
2. Shall act as the executive custodian of the Innovate & Lead: BITSoc Strategic Growth Plan (2025–2035), supporting its ongoing development, iteration, and implementation in consultation with the Executive Assembly and Faculty leadership.
3. Shall identify emerging trends in student leadership, professional development, technology, competition programming, and faculty engagement, and translate those insights into actionable Society initiatives.
4. Shall oversee Society-wide innovation pipelines, including new event formats, cross-faculty outreach models, professional development programs, and internal operational improvements.
5. Shall collaborate closely with the President on long-term strategic planning, future-state design, and institutional positioning of BITSoc within the Faculty and University.
6. Shall work in coordination with:
 - (i) the CTO on technology-enabled innovation initiatives;
 - (ii) the CRO on external-facing innovation, partnerships, and pilot sponsorships; and
 - (iii) the COO on operational feasibility, execution, and scalability of innovative programs.
7. Shall oversee innovation-driven Professional Development Teams (Society Teams) operating under the Society’s PD Portfolio, where designated by the Executive Assembly.
8. Shall develop evaluation frameworks to assess the effectiveness, scalability, and institutional value of innovative initiatives prior to permanent adoption.
9. Shall prepare strategic briefs, innovation reports, and recommendations for consideration by the Executive Assembly and, where appropriate, Faculty partners.

10. Shall ensure that all innovation initiatives comply with this Constitution, institutional requirements, and Society governance standards.
11. Shall support leadership development by mentoring team captains, directors, and coordinators involved in innovation-focused initiatives.
12. Shall serve as a voting member of the Executive Assembly and contribute to all governance deliberations affecting the Society's strategic direction.
13. Shall perform any additional innovation-related duties as assigned by the President or required under this Constitution or applicable institutional frameworks.

The roles and responsibilities for each position have been provided by the President of the Society.