

**Risk Management Society Recruitment Package
2026 - 2027**

Role Descriptions

Deadline to Apply: September 4, 2026 at 11:59 PM

**** Executive members should be prepared to commit approximately 2–5 hours per week, depending on their position. Additional availability may be required during the weeks leading up to major events.**

Finance Department

Vice President of Finance

The Vice President of Finance is responsible for overseeing the financial planning and reporting of RMS, complying with all funding and reimbursement requirements.

Key responsibilities include, but are not limited to :

- Lead and manage the Finance department
- Prepare and manage budgets for each RMS event
- Keep track of expenses, financial records, and potential revenue in the RMS Master Budget
- Oversee funding requests/pitches and cheque requisitions
- Maintain accurate and organized financial records for reimbursements and funding
- Cross-collaborate with different departments (e.g. Events, Corporate Relations, etc.)
- Attend all RMS meetings and events unless a valid reason is given

Finance Director

Key responsibilities include, but are not limited to :

- Carry out tasks delegated by the Vice President of Finance
- Submit cheque requisitions as required for each RMS event
- Assist the Vice President of Finance in managing budgets as needed
- Collaborate with other departments to complete finance related tasks as needed (eg. cheque requisitions)
- Maintain organized records regarding financial transactions
- Attend all RMS meetings and events unless a valid reason is given

Events Department

Co-Vice President of Events

The Vice President of Events is responsible for executing high-quality events that translate Risk Management into concepts that are hands-on and practical for students to learn from.

Key responsibilities include, but are not limited to :

- Lead and manage the events department
- Identify potential event ideas and activities that align with RMS' goals
- Create event timelines, itineraries, delegate responsibilities to directors
- Make the necessary reservations for events such as catering and room bookings early to ensure events run smoothly
- Collaborate with sponsors, caterers, speakers and guests to coordinate successful events
- Ensures consistency and professionalism across events
- Work closely with Corporate Relations, Marketing, and Finance departments to ensure everything aligns with the goals, professionalism, and practicality of each RMS event
- Attend all RMS meetings and events unless a valid reason is given

Events Director

Key responsibilities include, but are not limited to :

- Carry out tasks delegated by the Vice President of Events
- Assist in developing timelines, itineraries, and anything else required to host events
- Help coordinate room bookings, equipment, catering, and event materials/decor
- Support event setup, registration, execution, and cleanup
- Ensure deadlines are met in order to successfully host a well designed event
- Work alongside the Finance and Corporate Relations teams to ensure event details are aligned
- Attend all RMS meetings and events unless a valid reason is given

Corporate Relations Department

Co-Vice President of Corporate Relations

The Vice President of Corporate Relations will lead the professional communications with parties external to RMS, including guest speakers and professionals.

Key responsibilities include, but are not limited to :

- Lead and manage the corporate relations department
- Maintain the internal and external sponsorship relating to RMS
- Represent RMS professionally when communicating with industry professionals and corporations
- Serve as the main point of contact when coordinating with speakers, sponsors, and industry guests for RMS events
- Oversee outreach and offer guidance to corporate relations associates
- Oversee research done for sponsor companies and industry professionals
- Respond to corporate relations related messages within 24 hours of receiving them
- Attend all RMS meetings and events unless a valid reason is given

Corporate Relations Director

Key responsibilities include, but are not limited to :

- Represent RMS professionally when communicating with industry professionals and corporations
- Research potential sponsors, speakers, alumni, industry professionals, and corporate sponsors
- Draft professional emails, sponsorship proposals, and outreach materials
- Contact prospective partners and follow up on outreach when assigned
- Maintain organized records of contacts, conversations, and partnership opportunities
- Attend all RMS meetings and events unless a valid reason is given

Marketing Department

Vice President of Marketing

The Vice President of Marketing is responsible for taking ownership of the brand of RMS, ensuring that students are engaged with the content posted on social media and other forms of communication.

Key responsibilities include, but are not limited to :

- Lead and manage the marketing department, including marketing, social media and research directors
- Work with Events and Corporate Relations team to create social media posts that align with RMS events
- Work with the Executive Vice President to make sure the aesthetic of the social media aligns with the overall theme and aesthetic of RMS
- Implement social media strategies to make RMS' online presence stronger
- Serve as a primary point of contact for RMS event tabling
- Attend all RMS meetings and events unless a valid reason is given

Marketing Director

Key responsibilities include, but are not limited to :

- Develop and implement new social media tactics and trends to increase the awareness of RMS
- Assist with creating engaging social media graphics and videos that follow RMS' online theme
- Help coordinate tabling schedules, materials, setup, and responsibilities.
- Work with the Corporate Relations and Events departments to promote upcoming events
- Promote RMS through appropriate campus communication channels
- Write clear and engaging captions, announcements, and event descriptions
- Attend all RMS meetings and events unless a valid reason is given

Research Director

Key responsibilities include, but are not limited to :

- Lead research initiatives for RMS, continuously working closely with the Marketing department to make informative social media posts
- Manage background research on risk management topics
- Research trending topics in the risk management industry
- Prepare background research for workshops, seminars, competitions, and other events
- Ensure information used by RMS is accurate, relevant, and supported by credible sources
- Attend all RMS meetings and events unless a valid reason is given