

Director Position Descriptions

2025-2026 Academic Year

Updated February 2025

Who We Are

The Sprott Business Students' Society (SBSS) aims to facilitate an inclusive environment in which Carleton Students are engaged in the Carleton community and can further develop their social, professional and academic skills needed to thrive in their future endeavors.

Jump to Portfolios:

Internal Portfolio

- Operations Director
- Co-Corporate Clubs Directors
- EDI Director

Corporate Relations Portfolio

- Corporate Relations Director - 4 Positions Available

Finance Portfolio

- Accounting Director
- Funding Services Director

Marketing Portfolio

- Public Relations Director
- Merchandise Director
- Graphic Design Director
- Social Media Director
- Content Creation Director
- Web Development Director

Student Life Portfolio

- Athletics Director
- Social Director
- Charity Director
- International Student Outreach Director

Professional Development Portfolio

- Academic Co-Directors Position
- Formals Co-Directors Position
- Corporate Social Responsibility Directors

Internal Portfolio

Operations Director

Responsibilities

- Must act as the main point of contact for all inquiries into the SBSS and forward them to the appropriate party within council
- Coordinating monthly General Council Meeting
- Assist with planning and execution of inter-council events including Council Retreat, Socials, and Holiday Party
- Work closely with the VP Internal to coordinate committee hiring from the recruitment to selection process
- Prepare position description information, interview questions, schedule interviews, and maintain communication with applicants
- Responsible the management of Sprott Lounge and Meeting room booking (NI 3060)

Skills Developed

- Communication
- Interpersonal
- Decision Making
- Organization and Time Management
- Knowledge of recruitment processes

Co-Corporate Clubs Directors

Responsibilities

- Responsible for coordination of the SBSS and all Sprott Clubs and their efforts with associated events held throughout the year.
- Maintain relations with all Sprott Club executives and members.
- Work to create transparency between the SBSS and all Sprott Clubs.
- Work closely with the Sprott Careers Team to fully understand the needs of each individual Sprott Club.
- Keep the VP Internal and President, and general council informed on the progress and activities of the Sprott Clubs.
- Provide any support, resources or information to clubs when needed

Skills Developed

- Interpersonal Skills
- Organization
- Problem Solving

Equity and Inclusion Director

Responsibilities

- The Equity, Diversity and Inclusion director consult with all members on the SBSS Council to ensure inclusive practices for all events and initiatives
- Attend the EDI board meetings with faculty and partakes in the strategic plans for EDI and assist in bringing the student perspective to the table
- Communicates back all matters of equity and inclusion to the SBSS President and Executive team to improve student experience
- Conduct EDI Related training at SBSS Full council meeting and retreat
- Create and Provide EDI Resources to Council and subsidiary clubs
- Ensure equity, diversity and inclusion of underrepresented and equity seeking groups at all events hosted by the Sprott Business Students' Society and any SBSS affiliated clubs.

Skills Developed

- Communication
- Event Planning
- University Governance
- Organization
- Problem solving

Corporate Relations Portfolio

Corporate Relations Director - 3 Positions Available

Responsibilities

- The Corporate Relations Director will be responsible for reviewing and/or creating all contracts that are signed by the SBSS to ensure of accuracy and consistency
- The Corporate Relations Director will be responsible for following up with partners after events, ensuring a follow-through and potential future sponsorship
- The Corporate Relations Directors will assist in partner outreach and maintaining those positive connections throughout the academic year
- The Corporate Relations Director will be responsible for updating the contacts list throughout the year
- The Corporate Relations Director will be responsible for aiding SBSS umbrella clubs in the creation or development of their sponsorship packages

Skills Developed

- Sales and Negotiation
- Interpersonal skills
- Communication
- Relationship Building

Finance Portfolio

Accounting Director

Responsibilities

- The Accounting Director is responsible for managing the SBSS bookkeeping and maintaining records of payments and invoices using QuickBooks Online.
- The Accounting Director is responsible for creating invoices to sponsors and tracking Accounts Receivable.
- The Accounting Director is responsible for assisting the VP Finance with monthly bank reconciliations.
- Must work closely with the Merchandise Director (Marketing Portfolio) to track inventory, solve any discrepancies with the merchandise inventory count, set prices for merchandise, and coordinate merchandise launches and sales.
 - The merchandise process will be overseen and approved by both the VP Finance and VP Marketing before any orders are processed.

Skills Developed

- Bookkeeping Skills
- Attention to detail
- Organization
- Time Management
- Problem Solving

Funding Services Director

Responsibilities

- The Funding Services Director is responsible for coordinating funding for all Spratt Clubs.
- The Funding Services Director is responsible for overseeing the finances for all Spratt clubs, ensuring they are adhering to the Club Funding Process.
 - This includes meeting with each club to review their budget and ensuring required documentation is collected.
- The Funding Services Director is responsible for coordinating and compiling internal reimbursements.
- The Funding Services Director is responsible for assisting the VP Finance in the preparation of SBSS' internal budgeting process and any Spratt Club funding initiatives.

Skills Developed

- Communication of Financial Information
- Budgeting Skills
- Critical Thinking

- Organization
- Time Management

Marketing Portfolio

Public Relations Director

Responsibilities

- Creating innovative marketing promotional ideas for upcoming events and initiatives
- Creating creative strategies to improve and maintain the SBSS' image to distinguish from other schools
- Coordinate and host class talks with assistance from the Public Relations Managers
- PR director is responsible for being present during SPROSH week, or any other tabling event to promote the SBSS
- Responsible for the creation of Posters, Podcasts, Blogs or any other promotional materials

Skills Developed

- Communication
- Interpersonal Skills
- Creativity
- Content Creation

Merchandise Director

Responsibilities

- Designing, coordinating and stocking the SBSS with merchandise to sell and give away
- Must pass all designs and contracts through the VPM before ordering from the supplier
- Must work closely with the Accounting Director (Finance Portfolio) to track inventory, solve any discrepancies with the merchandise inventory count, set prices for merchandise, and coordinate merchandise launches and sales
 - The merchandise process will be overseen and approved by both the VP Finance and VP Marketing before any orders are processed
- Collaborate on promotional materials with the Marketing team for the merchandise sales

Skills Developed

- Creativity
- Retail Management
- Organization
- Clothing Design
- Budgeting

Graphic Design Director

Responsibilities

- The Graphic Design Director is responsible for all visual marketing within the SBSS
- Create print ads, banner ads, videos and any other visual marketing the Council needs for events
- Work with the Social Media Director to aid in posting on the social media sites, including Facebook, Twitter, Instagram, the blog and any other hosted site the SBSS has activated

Skills Developed

- Graphic Design
- Branding
- Time Management and Organization

Social Media Director

Responsibilities

- Post on the social media sites, including Facebook, Twitter, Instagram, TikTok and any other hosted site the SBSS has activated
- Monitor the social media sites, ensuring the content is appropriate
- Engage with the student body socially to maintain presence
- Respond to inquiries made on the social accounts

Skills Developed

- Communication
- Content Creation
- Interpersonal Skills
- Branding
- Problem Solving

Content Creation Director

Responsibilities

- Responsible for taking any necessary photographs or videos for the SBSS, whether for events or for marketing purposes
- Work towards implementing innovative ideas and find solutions to any problem that may arise within the marketing portfolio
- Contribute to all visual marketing within the SBSS
- Responsible for updating and monitoring visual media (photography and videography) on the SBSS website on a continual basis

Skills Developed

- Communication
- Interpersonal skills
- Creativity
- Organization

Website Development Director

Responsibilities

- Responsible for updating and monitoring the SBSS website
- Implement innovative ideas and find solutions to any problem that may arise
- Continuous maintenance of the SBSS website
- Responsible for the development of new pages and features to the SBSS website, ensuring information stays updated with upcoming events and important information for students
- Ensure web design aligns with SBSS brand standards
- Create the website layout and user interface, and manage of user experience
- Generate and design email marketing campaigns

Skills Developed

- Web Design
- Website Management
- Time Management
- Organization
- Problem solving

Student Life Portfolio

Athletics Director

Responsibilities

- The Athletic Director must run sport-oriented events throughout the academic year
- There must be 2-3 events, at least one in each the Fall and Winter semester, plus the coordination of at least two intramural teams in each of the Fall and Winter semester
- Athletics Director will be responsible to try to increase engagement for all athletic events
- The Athletics Director will interview and select all candidates for their Athletics Committee

Skills Developed

- Event Planning
- Communication
- Interpersonal Skills

Social Director

Responsibilities

- The Social Director must run social and networking-oriented events throughout the academic year
- There must be 2-3 events, at least one in each the Fall and Winter semester
- Responsible to try to increase engagement for social events
- Coordinate Student Appreciation Week in the Winter semester
- The Social Director will interview and select all candidates for their Social Committee

Skills Developed

- Event Planning
- Time Management and Organization
- Interpersonal Skills
- Problem Solving

Charity Director

Responsibilities

- Responsible for coordinating with the 5 Days for the Homeless Organizing Committee
- Interview and select all candidates wishing to participate in the Fall and Winter term charity initiatives
- Coordinate all media community partnerships for Fall and Winter term charity initiatives
- The Charity Director must participate in the charity events that they coordinate
- Responsible to roll and count all donations
- Responsible for aiding in creating, developing and growing new charity initiatives and events as well as improving previous events.

Skills Developed

- Event Planning
- Leadership
- Interpersonal Skills
- Communication

International Student Representative

Responsibilities

- Responsible for engaging the international student body attending the Sprott School of Business.
- Running at least one event during the SBSS Student Appreciation Week with the main goal of engaging Sprott's international community.
- Responsible for hosting one meeting per semester for International students and students who are interested in International student affairs. The purpose of these meetings are to engage and receive feedback/suggestions from the International student body.
- Work closely with the Sprott International Business Association (SIBA) in order to better enhance the experience of both International students as well as International Business students.

Skills Developed

- Communication
- Event Planning
- Organization
- Problem solving

Professional Development Portfolio

Academic Co-Directors Position

Responsibilities

- Work closely and collaboratively with Co-Director and Committee to run events with a main goal in educational advancements
- Committed to coordinating and executing the annual Internal Case Competition and other academic initiatives throughout the year
- Responsibilities executing the annual office crawl event, working closely with the Corporate Relations Directors.
- Responsible for aiding in creating, developing and growing new academic sessions and events

Skills Developed

- Problem solving
- Time management
- Organization
- Collaboration & Team Work

Formals Co-Directors Position

Responsibilities

- Responsible for overseeing and planning the Annual Business Banquet and Gala for the SBSS alongside the Formals Committee, and overseen by the VP Professional Development
- Coordinate with the VP Corporate Relations for the recruitment of business professionals for the Annual Business Banquet
- The Formals Co-Directors is allowed to negotiate contracts, even long term ones, for the event venues and suppliers, with final acceptance coming from the Executive
- Aid in the planning and execution of all large scale events in the Professional Development Portfolio when required

Skills Developed

- Event Coordination
- Time Management and Organization
- Problem Solving
- Interpersonal Skills
- Creativity
- Collaboration & Team Work

Corporate Social Responsibility Director Position

Responsibilities

- The CSR Director will be responsible for at least one sustainability oriented events and initiatives for Sprott students and one EDI oriented event and initiative for Sprott Students each academic year
- The CSR Director will consult with members of the SBSS council on improving sustainable practices such as resource conservation for events and initiatives
- Host at least one event per semester alongside the Vice President of Professional Development and EDI Director
- Responsible for planning the Annual Sprott Switch event in the winter term, that highlights community involvement, corporate social responsibility, or EDI.

Skills Developed

- Event Coordination
- Time Management and Organization
- Problem Solving
- Interpersonal Skills
- Creativity