

**THE CANADIAN ASSOCIATION
OF BUSINESS STUDENTS**

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CABS BOARD OF DIRECTORS ORIENTATION PACKAGE

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The intent of this orientation package is to provide essential information to incoming executives regarding their role and duties as they correspond to their mandate with CABS. For further information about CABS and its services, please consult the organization's range of promotional materials and publications.

Letter from the CABS Management Team

Dear Incoming CABS Board Member,

Congratulation on your new role as a Business Student Association President! You should be proud of the commitment you've made to your fellow students, your campus, and your community. As the head of your student government, you have a unique ability to better the experience of undergraduate business students at your university, and the opportunity to make a positive, lasting impact. It will be tough, it will be challenging, but above all else, it will be rewarding.

What makes this journey even more special is you aren't alone in your pursuit - you have peers at other universities, across the nation, that have undertaken the same mandate. With CABS, you are connected to Business Student Association President's throughout Canada, which will become an invaluable resource throughout your term. These individuals will not only become a support system and medium for information, but close friends and confidants.

Our experiences from being involved in our school Business Student Associations have made such an impact on us. Through the successes we shared and challenges we solved, we have all learned so much from working with peers, faculty, external partners, and mentors. We have been able to develop professionally, as well as grow personally alongside peers from across Canada who have since become close friends. We will forever remember the lessons we gained along the way and wish you the same.

The continued dedication we witness from the future business leaders of Canada has been a source of constant inspiration. CABS is strengthened every year by the individuals who come together and lead their Business Student Associations in a way that demonstrates the caliber of business students across our nation.

The intent of this orientation package is to provide you with the background, context, and tools necessary to become an effective contributor within this national organization. The opportunities and potential for CABS are only limited by what we can imagine.

Sincerely,

CABS Management Team
2015-2016

OVERVIEW

The Canadian Association of Business Students (CABS) is a not for profit organization that represents over 85,000 business students from 32 universities across Canada. Our purpose is simple: we exist to advance the interests of Canadian business students and improve their undergraduate experience through the development of their respective student groups. By maximizing the potential of these future leaders, we aim to create a vibrant national community driven by excellence in the Canadian business environment.

Through events, programs, and networks, CABS provides the nation's business students with more opportunities outside the classroom - it also advocates for and represents these students to businesses, government, and the general public. Our core services center around student leadership strategy discussion, professional development of fundamental business acumen, and practical skills learning. We accomplish this through a national network that connects students, professionals, and government bodies to foster proficient development of the business professionals of tomorrow.

MEMBERSHIP AND BOARD CONVENTIONS

CABS, as a national organization, is comprised of member universities across Canada. While every business student at a member school is a CABS member, the individual membership is held by the Business Student Association of each member university's business school. As specified in the corporation's governance, the president of each of these associations serves on the organization's board of directors. This system was derived for reasons of practicality - the presidents are already elected representatives of the general membership, so by convention they would be elected to sit on the organization's board.

RESPONSIBILITIES

As a Board Member, your duty to the organization is to oversee the activities of the management team and all other appointed staff. Further, board members help to establish corporate governance, including policy and directives, and make decisions on important organizational business. The duties of a Board of Directors can vary within different organizations and governance structures, but what remains consistent is the responsibility to collectively direct organizational affairs, while meeting the appropriate interest of shareholders and stakeholders.

Among the most important responsibilities of the Board of Directors relates to attendance at all scheduled Board Meetings. These meetings are given order and control through the utilization of Robert's Rules, a commonly adopted system of rules intended to create

structure and efficiency in meetings. CABS Board members should become familiar with its processes in order to contribute effectively in board meetings. These rules are enforced by the organization's chair, a position to which a Board Member will be elected to for the entirety of the term, accompanied by a similarly-elected vice-chair. Both chairs have the additional duties of acting as the main point of communication between the elected Management Team and the Board of Directors as a collective whole.

Further to all mandated responsibilities, certain board members will be elected to fill the standing committees of the organization, which serve as working groups to further CABS mandate in regards to several key areas. These committee members are appointed from the board through a nomination and election process at the first annual general meeting on the upcoming fiscal year. More information on all current committees and their detailed mandates can be found through accompanying CABS publications and governing documents.

For many Business Student Association Presidents, CABS will be their first experience as a Board Member; further, it may be their initial exposure to corporate governance in a leadership orientation. While orientation will be given through CABS' mediums, including conferences, it is paramount that presidents unfamiliar with such processes and structure review common conventions through available public sources.

RELATED CONTACT INFORMATION

The Board of Directors primarily communicates with the organization's President, along with the Chair. Any concerns about the organization should be addressed to the Chair, while the President is mandated to communicate proactively and effectively with the Board in regards to the regular reporting of operational activities.

SUMMARY

As an association, CABS is only as successful as the membership that comprises it. The organization's mandate is founded upon fostering and enabling collaboration within its member executives to allow for the shared development of both organizational and personal success, so it's imperative that all members commit themselves to integrating within the association's services.

As a Board Member, your duties go further in ensuring the overall sustainability and performance of the organization. While it does require a commitment, the experience and benefits will prove invaluable as a future business leader, as few undergraduate students have the opportunity to directly integrate with corporate governance and not-for-profit strategy. If you have any questions, please do not hesitate to contact a CABS representative. We wish you every success in your new endeavor!