

# Available Executive Positions

2012-2013



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Listed below are descriptions of the executive positions available for the 2012-2013 academic year. Applications will be accepted from February 17<sup>th</sup> – March 2<sup>nd</sup> at 11:59pm. Applications must consist of a Resume and Cover Letter. Only successful applicants will be contacted for interviews. Please send all applications and correspondence to [info@macic.ca](mailto:info@macic.ca).

Positions available are

1. **Chief Operating Officer**
2. **Chief Marketing Officer**
3. **Chief Economist**
4. **Senior Trader**
5. **Administrative Director**
6. **Director of Corporate Development**
7. **Director of Social Media**

## **I. EXECUTIVE ROLES & RESPONSIBILITIES**

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### **Chief Operations Officer (COO)**

1. The COO of the MAC Investment Club is directly accountable to the CEO.
2. The COO must have excellent working knowledge of Microsoft Office Suite.
3. The COO is responsible for:
  - a. Management of basic club operations such as arranging and conducting meetings, distributing reports to members, and internal communications via email.
  - b. Preparing, distributing to, and collecting from members all MACIC paperwork including forms, agreements, and contracts.
  - c. The organization of the collection of fees from all members and payment for investment 'slots' from investors.
  - d. Keeping all past and present club paperwork.
  - e. The COO may take on any additional roles necessary.

### **Chief Marketing Officer (CMO)**

1. The CMO of the Mac Investment Club is directly accountable to the CEO.
2. The CMO must have excellent working knowledge of Photoshop and have a Marketing Focus.
3. The CMO is responsible for
  - a. Must create all promotional materials for the club.
  - b. Must develop a school/community wide marketing campaign for the beginning of the academic year to attract new members.
  - c. The Chief Marketing Officer may take on any additional roles necessary.

## Chief Economist

1. The Chief Economist of the Mac Investment Club is directly accountable to the CEO.
2. The Chief Economist must possess a strong background in economics and politics and have excellent working knowledge of Microsoft Office Suite.
3. The Chief Economist is responsible for:
  - a. The Chief economist is responsible for preparing a weekly update on the prevailing economic and political events of the past week.
  - b. The Chief Economist is responsible for presenting and conducting a brief discussion at each meeting surrounding events discussed in the report outlined above.
  - c. The Chief Economist is responsible for preparing an/multiple educational seminars in concert with the Senior Trader surrounding a special historical business issue.
  - d. The Chief Economist is to work in concert with the CEO and Senior Trader to ensure the club's investment strategy and decisions are in line with current economic and political conditions.
  - e. The Chief Economist must contribute to the MACIC Annual Report.
  - f. The Chief Economist may take on additional roles as necessary.

## Senior Trader

1. The Senior Trader of the MAC Investment Club is directly accountable to the CEO.
2. The Senior Trader must be proficient in Microsoft Office Suite, Bloomberg and Reuters.
3. The Senior Trader must have personal trading or work experience.
4. The Senior Trader will work in concert with the Chief Economist and the CEO to develop a strategy and ensure sector positions are in line with current market conditions.
5. The Senior Trader is responsible for:
  - a. Giving guidance to Fund Managers and Associates in regards of investment suggestions made to the club's investors.
    - i. The Senior Trader is responsible for preparing and conducting training seminars on research techniques and the use of Bloomberg and Reuters tools for Sector Teams.
  - b. Preparing and maintaining educational initiatives for members.
  - c. Contributing to the MACIC annual report.
  - d. The Senior Trader may take on additional roles as necessary.

## Administrative Director

1. The Administrative Director of the MAC Investment Club is directly accountable to the CEO of the club, but will work in concert with and under the guidance of the COO.

2. The Administrative Director must have excellent knowledge of Microsoft Office Suite.
3. The Administrative Director is be responsible for:
  - a. Creating minutes at all meetings and ensuring a database of said minutes is maintained.
  - b. Photocopying/distributing any club paperwork.
  - c. Maintaining an up-to-date database containing the contact information of all past and present club members. Also responsible for creating database of industry contacts.
  - d. Counting votes after a stock pitch has been made by an investor or sector team.
  - e. Assisting the COO with the preparation, distribution, and collection of contracts, paperwork, etc.
  - f. The streamlining of all club processes with the assistance of the COO.
  - g. The Administrative Director may take on any additional roles necessary.

### **Director of Corporate Development**

1. The Director of Corporate Development of the MAC Investment Club is directly accountable and will work in concert with the CEO of the club.
2. The Director of Corporate Development must have exceptional interpersonal skills.
3. The Director of Corporate Development must have working knowledge of Microsoft Office Suite and Photoshop.
4. The Director of Corporate Development is responsible for:
  - a. Preparing and maintaining a sponsorship package to attract external financial support, educational resources and employment opportunities for the club.
  - b. Communicating with sponsors, alumni, and media outlets on behalf of the club.
  - c. Working with the CMO to develop promotional materials for the club.
  - d. Working with the CMO to develop a school/community wide marketing campaign for the beginning of the academic year to attract new members.

### **Director of Social Media**

1. The Director of Social Media of the Mac Investment Club is directly accountable to the CEO but shall work in concert with the CMO.
2. The Director of Social Media must have excellent knowledge of social media tools and be an active user of said tools. The Director must have proficient knowledge of Microsoft Office Suite.
3. The Director of Social Media is responsible for:

- a. For the daily use of the Mac Investment Club Twitter, Facebook and LinkedIn pages.
- b. The Director of Social Media must promote all events and meeting in concert with the CMO.
- c. The Director of Social Media must scour the Internet for interesting news articles and pieces of information related to our portfolio and post to various pages and instigate discussion.