

## **MBAN Vice-President Internal**

The Vice-President Internal shall:

- a. Be enrolled in the MBAN program.
- b. Uphold and exemplify the vision and values of the student body.
- c. Uphold traditions and cultivate a student culture consistent with the vision and values.
- d. Facilitate Townhalls and MBAN Society Executive meeting and events.
- e. Act as the treasurer for the MBAN Society (Finance details to be confirmed with Elisabeth).
- f. Administer graduation photos for the class.
- g. Administer the MBAN Society website to ensure that content is maintained and up-to-date.
- h. Publish and maintain a calendar of events on the MBAN Society website that includes all MBAN Society academic dates and events.
- i. Be responsible for taking or appointing responsibility for taking all meeting minutes and posting all minutes on the MBAN Society website.
- j. Oversee the use of all MBAN Society bulletin boards in the MBAN Lounge as well as the décor and upkeep of MBAN Society student areas including any owned equipment and property.
- k. Coordinate the production of the class gifts including the end of the program gift to the School.