



# NBSC Director of Logistics

Last revised: April, 2023

## **THE NATIONAL BUSINESS SCHOOL CONFERENCE (NBSC)**

Since its inception in 1993, the National Business School Conference has been one of the premiere business student conferences in Canada. NBSC is an annual three day conference held in Winnipeg, Manitoba. This event brings the next generation of business leaders to Winnipeg, including Students' Association executives from Canadian Business Schools. NBSC creates a forum for these students to share and discuss challenges currently facing them, as well as be inspired by local business leaders.

## **POSITION OVERVIEW**

The NBSC Directors of Logistics are responsible for coordinating the committee, the volunteers, the venues, the caterers, and the delegates before and during the weekend of NBSC. They are responsible for ensuring that the conference runs smoothly; this includes making a reasonable effort to prevent any issues that may arise as well as dealing with them efficiently and effectively when they [almost inevitably!] do.

## **POSITION RESPONSIBILITIES**

- Contact venues, moderators and caterers to help meet weekend requirements
- Create weekend schedule
- Monitor registrations and compile delegate data
- Facilitate communication between delegates and one another as well as with the committee
- Coordinate weekend volunteers
- Attend all committee meetings and support all committee members
- Be present at NBSC from November 16th - 19th to help with duties throughout the weekend to ensure the conference runs smoothly
- Perform additional duties as they arise



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## LINES OF COMMUNICATION

- Committee members
- Co-chairs and VP Professional Development
- Winnipeg business community
- Delegates, moderators, and speakers

## SKILLS DEVELOPED

- Organizational skills
- Teamwork and communication skills
- Time-management skills

## POSITION DETAILS

Number of positions available: 3

Reports to: NBSC Co-Chairs

## COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
High	High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours