

Business and Services Manager

(Provided by 2024-25 Temporary Constitution)

A. Purpose.

- a. The Business and Services Manager exists to organize various opportunities for the Student Government body to serve the Wheaton College community, to organize projects that will act as fund-raisers for Student Government, and to organize various opportunities that facilitate interaction between students and members of the faculty and administration.

B. Responsibilities.

- a. Services. The Business and Services Manager is responsible for planning the following projects:
 - i. Wheatie Cards any other campus projects that fulfill its purpose in Section A.
 - ii. The Dine With a Mind program.
 - iii. Overseeing a yearly utensil fund from the General Boards budget that is to be housed in Legacy Storage.
- b. Student Involvement Office. The Business and Services Manager shall meet with the Director of Student Involvement on at least a monthly basis and shall work closely with the Administrative Services Coordinator and the front desk staff. The Business and Services Manager shall appoint members of the Government to serve as the Allocations Committee. This committee shall meet with student organizations at the beginning of each semester to determine allocations.
- c. Committee. The Business and Services Manager shall chair a committee of students that will help accomplish the aforementioned projects. The Business and Service Committee shall be comprised of any Representatives who are interested and at-large members who can be chosen by the Business and Services Manager. The Business and Service Committee shall be charged with helping the Business and Services Manager with the volume of tasks and logistics needed to properly execute SG services.
- d. Research Think-tank. This think-tank shall exist to advise the Student Government as a whole, based on quantitative feedback, as well as to serve the investigative needs of Student Government. The Business and Services Manager shall ensure the implementation of a structured avenue for feedback from students, through the use of, at minimum, the Annual Student Experience Assessment (SEA) Survey (Bylaws, Article X). The Business and Services Manager shall take responsibility for the studies and results that emerge from the Research Think-tank.
 - i. In formulating the think-tank, the Business and Services Manager shall chair a committee of students that shall help in the analysis of the data collected. The Research Committee shall be comprised of individuals who apply and are

selected, or simply recruited, by the Business and Services Manager. An alternative avenue of data analysis would be to seek the collaboration of an academic research class in the Communication or Social Science Departments.