

Business and Finance Department

Department Overview:

The Business and Finance staff is tasked with handling all financial aspects of the organization. They ensure that funds are raised to sustain the programs of The 10,000 Hours Show and that they are properly managed to effectively perpetuate the organization's existence.

The Business and Finance staff is responsible for all processes for handling money including requesting funds and cash handling. They also will have veto power on any purchase request from another department.

Staff Positions

Executive Director of Business and Finance

The EDB is responsible for ensuring all of the above tasks are handled to the best and full capacity of his or her staff. The EDB's specific duties include but are not limited to:

- Meetings
 - Conduct weekly Business Staff meetings
 - Attend weekly Board of Directors meetings
 - Attend bi-weekly All-Staff meetings
 - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Oversee 10K Fundraising
 - Ensure Community Relations and University Relations chairs are performing fundraising tasks as required
 - Participate directly in fundraising as needed to meet 10K needs
 - Constantly seek new ways to ways to improve fundraising such as credit card rewards programs, online accounts, restaurant days, or community days (such as solicitations)
- Create and manage a budget
 - Base purchasing decisions on normal expenditures and adjust for yearly funds raised
- Handle cash and purchasing
 - Ensure all deposits are recorded and expenses are legitimate
 - Process Board requests for purchases
 - Ensure that 10K records and University account records match
- Answer EDB e-mail account

University Relations Chair: Responsible for building and maintain current relationships with University student and administrative leaders. This includes Office of the President, UI Foundation, UISG, Provost, and more.

- Meetings

- Meet as needed with University student and administrative leaders.
- Attend weekly Business and Finance meetings
- Attend bi-weekly all-staff meetings
- E-mail, set-up, meet with University contact person regarding donations
- Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Events/Projects
 - Responsible for raising X amount from University sources (X based on current resources available and budget needs)
 - Responsible for coordinating SABAC presentations and OrgSync budgets with Business and Finance Director
 - Responsible for setting up meetings with University sponsors
 - Responsible for creating ideas to thank University donors
- General Duties
 - Work and communicate effectively with all other 10K departments
 - Finalize all awards with the Business and Finance department
 - Attend all meetings and have no more than 3 un-excused absences

Community Relations Chair: Responsible for building relationships with approved corporate and business sponsors. This includes MidwestBank One, UICCU, Coca-Cola, Papa-Johns, Younkers and more.

- Meetings
 - Meet as needed with potential corporate or business sponsors
 - Attend weekly Business and Finance meetings
 - Attend bi-weekly all-staff meetings
 - E-mail, set-up, meet with University contact person regarding donations
 - Attend or assist with all major 10K events including but not limited to volunteer fairs, major recruitment pushes, and the concert itself
- Events/Projects
 - Responsible for raising X amount from Corporate sources (X based on current resources available and budget needs)
 - Responsible for creating Corporate Sponsors list and donation presentations with Business and Finance Director
 - Responsible for setting up meetings with Business sponsors
 - Responsible for creating ideas to thank sponsors
- General Duties
 - Work and communicate effectively with all other 10K departments
 - Finalize all awards with the Business and Finance department
 - Attend all meetings and have no more than 3 un-excused absences

