

OBEA 2024-2025

# OBEA VOLUNTEER POSITIONS

## CONTEST CO-ORDINATOR

Benefits to being an OBEA Contest Coordinator:

- Promote Business Studies Education
- Networking
- Include in your Annual Learning Plan

**ROLE:** This position is a volunteer position. The OBEA Contest Coordinator is primarily responsible for the co-ordination of all OBEA Contests.

**RESPONSIBILITIES:** This individual is responsible for the following:

- Determines the yearly OBEA Contest Timeline.
- Updates Contest Chairs' contact information.
- Updates Contest information.
- Updates the OBEA Contest Identification Form.
- Ensures the Contest information is current on the OBEA Website.
- Gathers all information from the Contest Chairs to determine student winners.
- Prepares the annual OBEA Student Award Winners' List.
- Prepares congratulatory letters to all OBEA Student Award winners.
- Co-ordinates the OBEA Fall Student Awards' Luncheon.

**DEADLINE TO  
RECEIVE  
APPLICATIONS IS  
JUNE 30, 2023**

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If interested, please contact

**Debralee Lloyd-Graham**

**Email:**

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**Position commences  
January 1, 2024**