

# CREATING YOUR TEAM

---

HOW TO OC

September 2025

---



RÉFAEC

An Organizing Committee (OC) is structured like an executive committee: it has a head to supervise, an executive management officer, a treasurer, and officers responsible for the various areas of expertise related to the competition.

In most cases, this structure includes:

- **President:** the designated head of the OC, internally and externally; supervises preparation progress and represents the OC on important matters.
- **Executive Vice President:** supports the President in their activities and represents them in their absence.
- **Vice President, Finance:** manages the OC budget and oversees finances.
- **Vice President, Interuniversity Relations:** serves as the liaison between the OC and the university delegations.
- Vice President, Partnerships: seeks and secures partnerships; oversees partner relations.
- Vice President, Academics: develops the academic management plan of the competition and supervises case writing.
- Vice President, Logistics: organizes and oversees the logistical plan for competition activities.
- Vice President, Communications: manages the OC's public communications.
- Vice President, Events: organizes competition events.
- Vice President, Sports (optional): organizes the sports component.
- Vice President, Participation (optional): organizes the participation component.
- Vice President, Social (optional): organizes the social component.
- Vice President, Contribution (optional): organizes the contribution component.

The positions in bold are mandatory. The other positions are created at the OC's discretion, depending on the needs of the competition. An Organizing Committee is responsible for establishing an executive structure that enables it to organize the competition effectively and fulfill the responsibilities of the OC.

Some roles within an OC may appear to require more time than others, but this should not be the rule: an effective OC relies on collaboration and the full participation of all its members.

OCs are formed at the initiative of former or current members of RÉFAEC. They bring together people from several RÉFAEC universities and assign roles within the organization in a way that maximizes efficiency.

Anyone seeking others interested in forming an OC is invited by RÉFAEC to apply via the online form provided for this purpose. RÉFAEC will then share applicants' contact information so they can connect.

A formed team must prepare an application package to present at one of the RÉFAEC conventions before the Presidents' Table. The presentation must clearly set out the OC's vision for the competition, its logistical and academic plans, and demonstrate that this OC has the competence to successfully carry out the competition and its related responsibilities. This presentation requires prior receipt of a letter of support from the host university confirming that it will host the competition, along with a letter of full financial endorsement from that university or the designated student association. Financial endorsement means that in the event of a financial loss, the university or student association will absorb the loss in order to honor commitments to suppliers.

If a team is elected by the Presidents' Table, it thereby receives a mandate from RÉFAEC to organize the competition for which it applied. The team must sign a brand licensing agreement with RÉFAEC to obtain legal authorization to use the competition's name. It may then fully engage in organizing the event, beginning with registering the OC as a business and creating a dedicated bank account. From there, it will be able to sign logistical and partnership contracts on behalf of the competition.