

## Board positions at Enactus EUR

### Chairman/chairwoman

*Responsible for internal organisation:*

- Create and monitor year's plan while carrying on with strategic goals from previous board
- Facilitate group of Board Advisors and organise regular meetings
- Be the contact person with respect to the Programme Manager and Enactus Netherlands
- Be responsible for organising internal activities for members (i.e. start event, partner event, board intervention meetings, board bonding event, etc...)
- Improve internal organisational processes (strategy, communication, etc...)

*Responsible for external organisation:*

- Evaluate current and potential partners
- Get new partners on board together with the Vice Chairman
- Maintain contact with current partners (Allianz, Enviu, Rockstart, Dock) and faculty advisor
- Maintain contact with other Enactus teams in the Netherlands and abroad
- Increase awareness of the Enactus EUR team

*Responsible for leading and coaching the board:*

- Prepare and facilitate board meetings
- Perform individual coaching & guiding of board members

### Vice-chairman/chairwoman / Project Manager

*Right hand of Chairman:*

- Replace Chairman when he/she is absent
- Be responsible for external partners, with a focus on financial support from them

*Financials at Enactus:*

- Create monthly & yearly budgets
- Prepare financial reports
- Supervise expenses & incomes of the board
- Keep track of and pay taxes
- Prepare pay declaration of team leaders & members
- Publish annual report

*Financials of ventures:*

- Monitor treasuries of each venture
- Keep track of bills & receipts
- Assist ventures with budgeting and documentation of incomes & expenses

- Assist and guide with financial annual closing per venture

*Documentation:*

- Keep track of minutes of each meeting
- Keep track of post mail
- Scan important documents and save them (i.e. contracts)
- Maintain list of alumni
- Keep track of event attendance
- Send out and document evaluations after events

*Responsible for development of 1 project:*

- Provide assistance and guidance regarding training cycle of incubator program Enactus Netherlands
- Keep a critical mind when looking at the venture's needs and offer assistance
- Attend all or as many venture's meetings as possible
- Be the sparring partner for the team
- Make sure the right people are in the right role (linking study programme with venture position of the person)
- Make sure the steps/procedure of the incubator program are followed and step in when necessary
- Be the contact person for Enactus NL for the project you coach
- With new projects: encourage innovation

## **Head of Human Resources / Project Manager**

*Responsible for selection of new members:*

- Set up the recruitment process for new members (preferably 2x per year, in September and January, to increase continuity in teams and organisation)
- Collaborate with the Head of Marketing for recruitment campaigns
- Prepare and lead the selection procedure, including interview questions and onboarding procedure for all members

*Responsible for developing members:*

- Provide input regarding the training cycle of the incubator program
- Assess critically the development and learning goals of members and fill in where necessary

*Responsible for University of Social Entrepreneurship (USE):*

- Be responsible for talent development
- Set up an academy with mandatory workshops at the start of the academic year for all new members as a kick-off (about Leadership, Customer Acquisition, Sales, Networking, Human Resources, Marketing Strategy Development but also Business Model Canvas & Value Proposition Canvas)

- Work together with the Head of Events to set up interesting speaker events throughout the year for internals and externals (once a month / six weeks)

*Responsible for development of 1 or 2 projects:*

- Provide assistance and guidance regarding training cycle of incubator program Enactus Netherlands
- Keep a critical mind when looking at the venture's needs and offer assistance
- Attend all or as many venture's meetings as possible
- Be the sparring partner for the team
- Make sure the right people are in the right role (linking study programme with venture position of the person)
- Make sure the steps/procedure of the incubator program are followed and step in when necessary
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## **Head of Marketing / Project Manager**

*General marketing of the organisation:*

- Create the social media marketing strategy
- Maintain social media (Facebook, Instagram, Twitter and LinkedIn)
- Supervise website while making sure numbers, facts and contact details are all up to date
- Work constantly on increasing brand awareness of Enactus EUR
- Design flyers, handouts, business cards, posters, banners, etc...
- Create and send out monthly newsletter
- Support and assist marketing members in each team on a regular basis
- Spread the image and success of Enactus in local magazines, newspapers, radio stations and TV channels

*Marketing for events:*

- Maintain Facebook events and send out invites
- Promote aggressively big events to non-members, such as the Innovation Days
- Prepare and give lecture talks

*Marketing for recruitment:*

- Set up the marketing campaigns for recruitment
- Prepare and give lecture talks
- Hand out flyers (with all board members)
- Display posters on campus
- Adjust social media strategy to recruitment needs
- Organise recruitment drinks & information sessions

*Responsible for development of 1 or 2 projects:*

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## **Head of Events / Project Manager**

*Responsible for organising internal events:*

- Organise social meetings (i.e. dinners, drinks, etc.)
- Organise Advisory Board (old board members) meetings (every 4-5 months)
- Organise Board Advisory (external partners) meetings (every 6 weeks)
- Organise member events (i.e. weekends away, day trips, etc...)
- Organise feedback events for the National Competition (NC) team when approaching June

*Responsible for organising external events:*

- Organise events for marketing or project purposes (i.e. feedback nights, pitch sessions, information nights, local competitions, etc...)
- Organise and execute social entrepreneurial events on- and off-campus
- Organise the Enactus Innovation Days with the Head of Innovation

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## Head of Innovation / Project Manager

*Responsible for innovation within Enactus:*

- Organise the Innovation Days with the Head of Events
- Coach the new ventures from the Innovation Days
- Track the development of each venture with respect to their position in the innovation pipeline
- Lead the Think Tank team
- Conduct continually research on how to improve the Innovation Pipeline, e.g. reviewing best practices, building relationships with stakeholders, etc...
- Remain constantly in contact with organisations such as Enviu and DOCK to discuss improvement and collaboration opportunities

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