

Position Description

BRANCH: EXECUTIVE

POSITION TITLE: Vice President

TERM: MAY 2014- MAY 2015

DEFINITION

To provide successful leadership to the Enactus Sheridan's team according to the strategic direction set by Governing bodies including: Enactus Canada, the Business Advisory Board, Faculty Advisor, President and Leadership Team. While strategizing on a campus level, managing all existing projects, director positions and working to build positive relationships with community and stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership

- Serve as an advocate and ambassador for Enactus Sheridan within the community and on campus
- Lead and create agendas for weekly general meetings
- Meet weekly with Campus Director positions to maintain focus on team initiatives.
- Create a weekly 1 page newsletter that will be sent out to all campus general members on brief needs and opportunities coming up for members who are unable to attend general meetings
- Maintain an updated list of members, sponsors and community partners.
- Provide strategic long-term campus direction and leadership to the Enactus Sheridan team in relation to guidelines set by Enactus Canada, President, and Business Advisory Board
- Create campus level strategies with respective Directors on each campus

Advocacy

- Attend Sheridan College and community events to increase brand recognition and opportunities
- Engage with internal and external stakeholders to promote Enactus Sheridan as a reputable and professional organization

Human Resources

- Coordinate assignment of roles and responsibilities for the directorship team
- Facilitate and develop strategy for succession planning on campus level
- Prepare procedures to implement organizational policies; review existing policies and recommend changes as appropriate with the president

- Continually update manuals and ensure all directors and project managers are working with manuals and job descriptions

Operational Planning and Management

- Manage preparation for Regional & National competitions
- Manage, maintain and ensure all communication is happening through Dropbox

Including:

- Adding new Members at start of year
- Ensuring old projects/materials are cleared out of each project
- Ensuring project managers and Directors are maintaining dropbox effectiveness
- Manage and coordinate logistics for team travel events in conjunction with President

Fund Development

- Work with President, and CFO to develop sponsorship strategy and build relationships with external stakeholders to secure funding from personal and corporate donors
- Work with Vice President of Finance, Project Managers, Campus Directors to secure funds for team activities and projects (donations, fundraising, sponsorship etc.)
- Work with CMO for information to go into Enactus Sheridan's monthly newsletter to stakeholders.

Risk Management

- Review team financials and budgets in conjunction with CFO and President
- Identify and evaluate risks and develop contingency and scenario plans when appropriate

The duties and responsibilities outlined above are representative but not all-inclusive, responsibilities are not meant to be the sole task of VP, rather an item they should ensure are being accomplished under their direction, either themselves or members they recruit.

RELATIONSHIPS

Reports to: President, Business Advisory Board, Faculty Advisor

Oversees: Enactus Sheridan Campus team

KEY ATTRIBUTES

- Previous position on an Enactus Leadership team and affinity with the core mission and purpose

- Desire to make a positive impact on other students and demographics in need
- Flexibility and willingness to dedicate time to Enactus Sheridan
- Ability to act as a role model and leader to other students, to inspire leaders and team members
- Innovative thinker and willing to take initiative
- Strong leadership skills and ability to effectively manage a team, delegate and empower
- Ability to create a vision and guide the team with strategic direction
- Strong networking skills
- Knowledge of business functions is a strong asset

BENEFITS AND OPPORTUNITIES

- Networking opportunities with academic, student, and community leaders
- Create meaningful relationships with Sheridan College professors and students as well as additional stakeholders
- Skill development through experience as well as Enactus Sheridan, Enactus Canada, and Enactus International workshops
- Access to Enactus Canada strategic resources and program managers
- Access to the Enactus Canada Talent Community and job postings; possibility to be recruited by some of the top businesses in Canada such as Target, Walmart, Dell, Hershey and more!
- Engagement in the Enactus, Sheridan College, and GTA community
- Potential opportunities for regional, national, and international travel
- Recognition on team website and at year-end banquet if applicable

COMMITMENT

Attend weekly general meetings, weekly leadership meetings, Business Advisory Board meetings (when applicable) and other meetings when needed

Attend Enactus Sheridan community events

Help with preparation for and attend Enactus expositions

Assume responsibility for Leadership roles when met due to any circumstance

In class visits at beginning of fiscal and school year to ensure recruitment opportunities

Minimum of 5 hours involvement outside of meetings each week