
 European Young Engineers		<h1>ROLE DESCRIPTION</h1>		Code	RD-VP-EV	
				Rev. / Date	1	13Mar2019
POSITION	VOLUNTARY	COUNTRY	ANY IN EUROPE			
ROLE TITLE	Vice President (Conferences)					
OBJECTIVE	To be the secretary of the incorporated body that makes up the organization; in this role to be the officer with responsibilities for the organization's accounts					
REPORTING RELATIONSHIPS	REPORTS TO	<i>HIERARCHICAL</i>		<i>FUNCTIONAL</i>		
		<ul style="list-style-type: none"> - EYE President 		<ul style="list-style-type: none"> - Vice Presidents & Task Force - EYE Council - National Conference Organizing Committee 		
POSITION ELECTION	ELECTION	By the Council		TERM OF OFFICE	1 year	
	RULE	The Vice Presidents shall be elected by the Council for a term of one year. The VP can re-apply for the same VP position or a different position after the end of the year. The Council votes by majority vote except another voting system is decided beforehand.				
POSITION RESIGN	REPORTS TO	<ul style="list-style-type: none"> - President - Vice Presidents - Conference Department 		FORM	In writing	
	RULE	In case that a VP is leaving the EYE Management Board, is becoming inactive or wants to step down to the Task Force, the Management Boards votes internally with a majority vote on a successor on an interims basis. The President needs to initiate this vote (e.g. making the decision if a VP is considered to be inactive). In case of an equal amount of votes for two candidates, the Presidents vote is counting twice. Before the next Council Meeting the position is advertised to the public.				
POSITION DISMISS	DISMISS	By the Council		-	In writing to the President	
	RULE	If the Vice President's behavior or performance is deemed unsatisfactory he/she may be dismissed by the EYE Council. This must happen by a majority vote in a Council Meeting.				

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CODE	MAIN RESPONSIBILITIES AND ACTIVITIES	SHARED OBJECTIVES	CONTACTS	
			INTERNAL	EXTERNAL
1	Leading the Conference Department (CD), i.e. leading Conference Department meetings on a regular basis and calling members of the EVTF to meetings	TF	TF/CM	-
2	Ensuring the quality of the conferences by facilitating the local organizing teams (frequent Skype calls)	Conference Organisers	-	Any
3	Long term strategic planning of conferences including defining KPI's which are presented during the council meeting	P, DP	P, CM	-
4	Moderating conference pitches and status updates by the current conference organising team	-	all	-
5	Being the main contact point for organisations that are interested in hosting a conference	-	Any	Any
6	Owning the post-conference survey and taking care of its conductance as well as accuracy	CD	-	-
7	Owning the conference organisers guide (updating it after every conference together with the respective local organising team, supplying prospective conference organisers with it)	CD	Any	Any
8	Actively coordinating and communicating with other EYE departments (i.e. member management, public relations and finance)	P, DP	VPs, P, TF	-
10	Contributing towards the growth of the EYE organisation and network.	P, DP	Any	Any
11	Attending the VP Skype meetings and presenting the current status of the department.	P, DP	VPs, P	-
12	Aid other members in their execution of actions if requested	VPs, P, DP	Any	Any
13	May delegate any of their tasks or responsibilities to members of the Conference Department and/or Task Force, but shall still be held accountable for the timely delivery of all tasks.	VPs, P, DP	CD	-
14	Help Management & Council make decisions regarding the conduction of conferences	VP, P, DP, CM	VPs, P, DP, CM	-

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PERSONAL INFORMATION	COUNTRY OF RESIDENCE	<i>READ ONLY</i>		<i>NOTES</i>		
	MEMBERSHIP ORGANIZATION					
	CONTACT DETAILS (E-MAIL, PHONE)					
	DATE AND PLACE OF BIRTH (Optional)					
STATEMENT		I confirm that I am committed to the advancement of EYE and agree to be held to the requirements and obligations of the role described above.				
VICE PRESIDENT (HUMAN RE-SOURCES)						
EYE PRESIDENT:						
		<i>NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>		

Vice President (Conferences)