



ROLE DESCRIPTION

Code	RD-VP-MM	
Rev. / Date	1	13Mar2019

POSITION	VOLUNTARY	COUNTRY	ANY IN EUROPE
ROLE TITLE	Vice President (External Relations)		
OBJECTIVE	To lead the External Relations team, to acquire sponsors for EYE, to maintain existing sponsors and to start and to cultivate cooperation with other organisations.		
REPORTING RELATIONSHIPS	REPORTS TO	HIERARCHICAL	FUNCTIONAL
		<ul style="list-style-type: none"> - EYE President 	<ul style="list-style-type: none"> - Vice Presidents & Task Force - EYE Council
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 - External Relations 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 DIS-MISS	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	Attract and contact new sponsors (companies, organisations)	VP/ERTF	EXTF	Any
2	Maintain existing sponsors to ensure their satisfaction	VP/ERTF	EXTF	Any
3	Acquire and contact new cooperation partners	VP/ERTF	EXTF	Any
4	Maintain existing cooperation partners	VP/ERTF	EXTF	Any
5	Acquire conference sponsors to become permanent EYE sponsors	VP/ERTF	ETF	Any
6	Prepare advertisement of sponsors for the Public Relations (PR) department	VP/ERTF	PRVP	Any
7	Manage a sponsors and cooperation partners database	VP/ERTF	-	-
8	Maintain the presence of sponsors on the EYE websites	VP/ERTF	PRVP	
9	Present report on topics of ER to Council or any EYE member if needed	Office	P/CM	-
10	Participate and report to the Meeting of VP's	-	P/VP's	-
11	Ensure that TF milestones/goals are met	ERTF	P	-
12	Lead External Relations Department (agenda, progress, goals, 'managing' TF members)	VP	P	-
13	Delegate tasks or responsibilities to the members of the External Relations Task Force but shall still be held accountable for the timely delivery of all tasks.	VP	ERTF	-
14	To be in charge of any action related to ER department and to share any information with the VPs	VP/ERTF	CM	-
15	Organize regular meetings (via Skype or other media) of the External Relations Task Force in order to take adequate decisions and actions on time.	VP/ERTF	-	-

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European Young Engineers

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PERSONAL INFORMATION		<i>READ ONLY</i>	<i>NOTES</i>
	COUNTRY OF RESIDENCE		
	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			
EYE PRESIDENT:			
	<i>NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>

Vice President (External Relations)