



# ROLE DESCRIPTION

<b>Code</b>	<b>RD-VP-FI</b>	
<b>Rev. / Date</b>	1	18Mar2019

<b>POSITION</b>	<b>VOLUNTARY</b>	<b>COUNTRY</b>	<b>ANY IN EUROPE</b>
<b>ROLE TITLE</b>	<b>Vice President (Finance)</b>		
<b>OBJECTIVE</b>	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		
<b>REPORTING RELATIONSHIPS</b>	<b>REPORTS TO</b>	<b>HIERARCHICAL</b>	<b>FUNCTIONAL</b>
		<ul style="list-style-type: none"> <li>- EYE President</li> </ul>	<ul style="list-style-type: none"> <li>- Vice Presidents &amp; Task Force</li> <li>- EYE Council</li> </ul>
<b>POSITION ELECTION</b>	<b>ELECTION</b>	By the Council	<b>TERM OF OFFICE</b> 1 year
	<b>RULE</b>	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.	
<b>POSITION RESIGN</b>	<b>REPORTS TO</b>	<ul style="list-style-type: none"> <li>- President</li> <li>- Vice Presidents</li> <li>- Finance Department</li> </ul>	<b>FORM</b> In writing
	<b>RULE</b>	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.	
<b>POSITION DISMISS</b>	<b>DISMISS</b>	By the Council	In writing to the President
	<b>RULE</b>	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 Finance Department (FD), i.e. leading Finance Department meetings on regular bases	TF	TF/CM	-
2	Must be aware of special tax laws and regulations that affect the EYE registration			
3	Monitor financial details to ensure that legal requirements are met	FD	TF/P/VP's	any
4	Maintain the finance paperwork and reports on a monthly bases	FD	P	any
5	Prepare the Finance report for the year according to the law requirements and deadlines.	FD	P/Office	Any
6	Oversee the flow of funds to and from the organization's account.	P	VP/s	-
7	Ensure that all payments are made to and from the account in a timely fashion	P	P/TF	Any
8	Act as joint signatory on the account in conjunction with the President	P	P/TF	Any
9	Prepare and submit all documentation pertaining to tax (if any) and company records	-	P/VP's/TF	-Any
10	Maintain online presence and protect integrity and security of private information.	-	TF	
11	Maximizing the value of the organisation in short-term and in long-term	P	VP's/TF	
12	Aid other members in their execution of actions if requested	P	VP's & TF	-
13	May delegate any of their tasks or responsibilities to members of the Finance Department and/or Task Force, but shall still be held accountable for the timely delivery of all tasks.	TF	P	-
14	Help Management & Council make financial decisions	P	all	any

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European Young Engineers

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<b>PERSONAL INFORMATION</b>		<i>READ ONLY</i>	<i>NOTES</i>
	<b>COUNTRY OF RESIDENCE</b>		
	<b>MEMBERSHIP ORGANIZATION</b>		
	<b>CONTACT DETAILS (E-MAIL, PHONE)</b>		
	<b>DATE AND PLACE OF BIRTH (Optional)</b>		
<b>STATEMENT</b>	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.		
<b>VICE PRESIDENT</b>			
<b>EYE PRESIDENT:</b>			
	<i>NAME</i>	<i>SIGNATURE</i>	<i>DATE</i>

**Vice President (Finance)**