



ROLE DESCRIPTION

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

POSITION	VOLUNTARY	COUNTRY	ANY IN EUROPE
ROLE TITLE	Vice President (Human Resources)		
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	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 - Human Resources 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 interim 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 President's 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.	

Vice President (Human Resources)



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CODE	MAIN RESPONSIBILITIES AND ACTIVITIES	SHARED OBJECTIVES	CONTACTS	
			INTERNAL	EXTERNAL
1	Lead the Human Resource department of EYE, assign tasks to the members of the team and to assure the timely completion.	TF	TF/CM	-
2	Define together with the president the KPIs to measure the success of the Human Resource department, track them and report them regularly to the President.	P	P/	
3	Create the workflows (e.g. onboarding, attraction, etc.) that are important for the Human Resource Department and improve/adapt them to the changing needs of EYE.	HRD	TF/P/VP's	-
4	Attract via advertisement or direct contacts new volunteers for the EYE Management. This concerns volunteers for the Task Force (unlimited and on a running basis) as well as positions in the Management Board (President and one Vice President per department, when the term ends, a new department opens or a person is leaving unexpectedly).	TF	VPs/PRD	Any
5	Steer the entire recruiting process (receiving applications, dissemination to the Council).	HRD	VPs/MMD	-
6	Give a general introduction to EYE for new volunteers in the organization and ensure that each VP gives an introduction into the workflows of the specific department.	TF	VPs	Applicants
7	Ensure that every volunteer is familiar with the necessary tools that are used within the Management team	TF	TF	-
8	Help the volunteers to develop new skills that are beneficial for their position or beyond.	P/VP's/TF	TF	Any
9	Responsible for ensuring the signing of all necessary documents to new Member Organizations and new VP's		Members/VP's	-
10	Be in a steady exchange of information with the members of your department, as well as with the VP's (TF Members) of other departments to fulfill common goals.	TF	P/VP's/TF	-
11	Recommending and developing new policies, approaches and procedures.			



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PERSONAL INFORMATION	READ ONLY		NOTES
	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:			
	NAME	SIGNATURE	DATE