



# ROLE DESCRIPTION

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

<b>POSITION</b>	<b>VOLUNTARY</b>	<b>COUNTRY</b>	<b>ANY IN EUROPE</b>
<b>ROLE TITLE</b>	<b>Vice President (Member Management)</b>		
<b>OBJECTIVE</b>	To lead the Member Management team, to support the President and the other VP's, to maintain and develop the EYE network and ultimately responsible for the effective management of the EYE member associations and growth.		
<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>- Member Management 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 DIS-MISS</b>	<b>DISMISS</b>	By the Council	In writing to the President
	<b>RULE</b>	If the Vice Presidents 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	Responsible for growth	P/VP's	TF/CM	Any
2	Acquire and contact new member organizations.	P/VP's	TF/CM	Any
3	Contact with other VP's of EYE	VP's/MMTF	CM	-
4	Maintain and develop the EYE network under the direction of the Council.	P/VP's	VP's	Any
5	Makes a long term plan for the advancement of the organization with the support of the council.	P/VP's	CM	-
6	Organizes membership activities, developments, and relations for a membership organization or association.	DSG/TF	CM	-
7	Oversees membership process to ensure members are satisfied (e.g. onboarding, calling members to conferences etc.)	MMTF	-	EYE Members
8	Manages a membership database.	MMTF	CM	-
9	Updates and distributes information to current members as well as prospective members.	VP's	-	Any
10	Presents report on topics of MM to Council or any EYE member if needed (e.g. statistics on engagement of members, outreach, growth, etc.)	Office	P/TF/CM	-
11	Participate and report to the Meeting of VP's	-	P/VP's	-
12	Ensures that TF milestones/goals are met	MMTF	P	-
13	Leading TF (agenda, progress, goals, 'managing' TF members, call to meetings)		P	-
14	May delegate any of their tasks or responsibilities to the members of the Member Management Task Force, but shall still be held accountable for the timely delivery of all tasks.	MMTF	-	-
15	To be in charge of all actions that are currently happening and share and discuss these information with the VP's.	DSG/TF	CM	-
16	To organize regular meetings (via Skype or other media) of the Member Management Task Force in order to take adequate decisions and actions on time.	MMTF	-	-

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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>

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