



ROLE DESCRIPTION

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

POSITION	VOLUNTARY	COUNTRY	ANY IN EUROPE
ROLE TITLE	Vice President (Public Relations)		
OBJECTIVE	To lead the Public Relations team, to coordinate EYE's social media channels and to advertise events of EYE, member associations and cooperation partners.		
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 - Public 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 DISMISS	DISMISS	By the Council	- In writing to the President
	RULE	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	Keep EYE's social media channels (Facebook, Twitter, LinkedIn, Instagram) updated	VP/PRTF	ETVP/ERVVP	Any
2	Write and disseminate newsletters	VP/PRTF	EVP/ERVVP	Any
3	Write and update guidelines for external content on EYE's social media channels	VP/PRTF	-	-
4	Create official advertisement material for EYE	VP/PRTF	-	-
5	Support EVP/ETF by writing and scheduling posts about the event	VP/PRTF	EVP	Conference organisers
6	Acquire and upload blog posts	VP/PRTF	-	Any
7	Post information provided by member organisations and cooperation partners	VP/PRTF	MMVP/ERVVP	Any
8	Maintain EYE's webpage up-to-date: content about P/VPs and members	VP/PRTF	All/MMVP	Any
9	Create and update official EYE templates	VP/PRTF		
10	Present report on topics of PR to Council or any EYE member if needed	Office	P/CM	-
11	Participate and report to the Meeting of VP's	VP	P/VPs	-
12	Ensure that TF milestones/goals are met	PRTF	P	-
13	Lead TF (agenda, progress, goals, 'managing' TF members)	VP	P	-
14	May delegate tasks or responsibilities to the members of the Public Relations Task Force but shall still be held accountable for the timely delivery of all tasks.	VP	ERTF	-
15	Be in charge of all actions that are currently happening and share and discuss these information with the VP's	VP/ERTF	CM	-
16	Organize regular meetings (via Skype or other media) of the Public 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 (Public Relations)