

## Enactus Team Roles

### **Team Leader**

As team leader you will be responsible for the overall operations of your team. This includes ensuring that your team is properly structured and is functioning smoothly. As team leader, you are not advised to serve on a project team, as your main focus should be on the overall running of the team.

Key tasks include:

- Support and guide project leaders through each stage of an Enactus Project; idea generation, needs assessment, implementation and measurement of impact and empowerment.
- Ensure that each project meets the Enactus criterion.
- Serve as the liaison between the Faculty Advisor and the rest of the team.
- Serve as a the main point of contact for Enactus Ireland.
- Work with Project Leaders to ensure records are kept; active team members, active team member hours, direct and indirect impacts and financial records.
- Ensure that each of the reporting deadlines are met, including but not limited to;
  - Active Team Sheet (December & May)
  - Team Portfolio Report (May)
  - Project Verification Form (day of National Competition)
- Ensure your Enactus team is represented at Enactus Summits.
- Actively engage your team in the wider Enactus network.
- Delegate tasks to your teammates to ensure the success of the team.

### **Advisory Board Liaison Officer (ABLO)**

The role of the Advisory Board Liaison Officer is to be the main point of contact between the team and the Advisory Board (AB). The AB is made up of faculty and business advisors who guide and mentor the team throughout the year. The key to this role is relationship management. Your method of communication will be primarily via email and should be clear and concise. Approximately four advisory board meetings should be organised a year.

Key tasks include:

- Set four possible advisory board meeting dates with your team and board at the beginning of the year
- Book a room and/or tea and coffee if required
- Inform the board of the date/time/location
- Keep note of attendance/apologies
- Send the board the agenda
- Chair the advisory board meeting
- Distribute the minutes following the board meeting

### **Project Leader**

- Support and guide their project team through each stage of their Enactus Project; idea generation, needs assessment, implementation and measurement of impacts and empowerment.
- Chair project meetings.
- Ensure that each project meets the Enactus criterion.
- Ensure that all relationships made with external organisations are upheld in a professional manner, for example, project partners.
- Delegate tasks and appoint a subcommittee if necessary.
- Report updates to Team Leader

Note: There should be a project leader for each project.

### **Enactus Ambassador**

In September we are launching our new on-campus ambassadors. These ambassadors will help to promote Enactus and drive it on each individual campus.

Key tasks include:

- Act as a spokesperson for Enactus on campus
- Lecture and class addresses

- Come up with society events to get the Enactus brand out there and collaborate with other societies.
- Ensure Enactus is at club/socs and any volunteering days on-campus

### *Suggested Roles*

#### **Chairperson**

The role of the Chairperson is to work alongside the Team Leader to ensure the smooth running of the society. The Chairperson is in charge of the society presence, and ensuring that the team are working toward a common goal.

Key tasks include:

- Act as a spokesperson for the society
- Provides direction and leadership for their Enactus members
- Chair meetings and delegate of tasks
- Ensures the smooth running of the society
- Ensure successful recruitment and continuous engagement of members by placing your Enactus team in the centre of society life, through events and intersociety collaborations.

#### **Events Officer**

As an Events Officer, you will be in charge of society and team events on campus. You can be as creative as you like - the bigger the idea the better! Working alongside other societies on collaborative events is a great way to expand your member base and engage more people.

Key tasks include:

- Organise events to engage new and existing members. Cover all aspects – promotion, location, execution.
- Collaborate with other societies through events to build brand awareness on campus.
- Liaise with team leader and project leaders to organise project meetings.

Ideas:

Enactus Events	<ul style="list-style-type: none"> <li>• Weekly open project meetings</li> <li>• Speaker series</li> <li>• Project launch</li> </ul>
Bonding Events	<ul style="list-style-type: none"> <li>• Society trips</li> <li>• Social nights</li> <li>• Awards night</li> </ul>
Intersociety Events / Collaborations	<ul style="list-style-type: none"> <li>• Comedy gig</li> <li>• Table quiz</li> <li>• Movie nights</li> <li>• LinkedIn headshots</li> <li>• Hackathon</li> </ul>

### **Secretary**

The role of Secretary is an important one! Your job is to keep record of all that is said at committee and Advisory Board meetings. This ensures transparency and ensures that your meetings are effective and efficient. Your role includes setting an agenda, keeping to the agenda during meetings, taking minutes, and distributing minutes. The minutes should be action orientated including deadlines.

Key tasks include:

- Send the agenda prior to each committee meeting.
- Take minutes and distribute minutes to the committee following a meeting.
- Administration; room bookings.
- To collate all the names and contact information of all the members of the society.
- Communicate regularly with members (alongside PRO)
- Take minutes at Advisory Board meetings.

### **Treasurer**

As Treasurer, your role is to ensure that the bank balance stays healthy! It is important to keep up to date with your society's income and expenditure - organisation skills are key. No society transaction should be made without your clearance. Take some time at the beginning of the year to set a system in place (Google doc, petty cash box etc).

Key tasks include:

- Apply for your society grant from Clubs & Societies (if applicable).
- Maintain accounts of all income and expenditure and make claims and
- Draw up the society's budget
- Liaise with your Clubs & Societies office regarding any matters of finance.
- Collect membership fees (if applicable).
- Understand your college financial system and funding policy.
- Maintain accounts for Competition audit.

### **Public Relations Officer**

The PRO will be in charge of marketing the Enactus brand on campus. You will be designing the face of Enactus, with engaging and exciting posters and social media posts. There are tools available online including; [www.canva.ie](http://www.canva.ie) (Free design tool), [www.wix.com](http://www.wix.com), [www.weebly.com/ie](http://www.weebly.com/ie), [www.builderengine.com](http://www.builderengine.com) (Free website design) and [www.pixabay.com](http://www.pixabay.com) (Free High Quality Images).

Key tasks include:

- Market the society and project activities and events.
- Submit articles to campus newspapers, college communications and external publications.
- Setup and maintain the website and social media pages for the society and/or projects.
- Send weekly emails and social media updates to members about events, training etc.
- Organise branded clothing for your Enactus society.
- Take photos and videos of society and project activities.