



2016-2017 Enactus Acadia Positions

Enactus Acadia is a chapter of a global organization that unites students with academic and business leaders to implement various projects in the community that help improve the quality of life and standard of living for those in need.

Applications are now open for the Enactus Acadia 2016-2017 hired positions. Send an email to enactus@acadiu.ca with the position you are applying for and your resume. Please see below for the descriptions and deadlines for each position. We will be doing three rounds of hiring, so if you apply for a position and aren't successful, then you can apply for another position in the next round. If you have any questions please let Sam Sproule or Brooke Pilmer know.

Round 1: President - Due March 17th at noon

President (1 position)

Their duties shall be to chair all Enactus executive meetings and vote in case of a tie. They shall be responsible for ensuring the entire membership is aware of the Enactus judging criteria. They shall oversee the general direction of the team to ensure the establishment of projects meeting the mandates of Enactus criteria, as well as preparing the agenda for each executive and general meeting. She/he shall be the main point of contact with National Office and provide regular updates on current and future projects. They are responsible for preparing annual reports for Enactus Canada National office, and other reports as required. They are expected to assume the responsibilities of executive members if they are unable to perform their duties due to absence, as well as support all other executive members. They shall appoint, oversee the actions of, and act as a resource to the competition teams. They shall oversee the continuous development of all projects via regular contact with each project manager.

Round 2: Vice-President Positions - Due March 21st at noon

VP Finance (1 position)

They shall be responsible for managing all financial matters pertaining to the organization. They shall update the executive on financials at each executive meeting. They shall create and oversee an annual budget at the beginning of each academic year. Financial reports must be produced at the end of each academic semester and upon request of any official member. They shall distribute funds approved by the executive and maintain the bank account. They shall appoint, oversee the actions of, and act as a resource to the fundraising teams.

VP Communication (1 position- Previously VP Marketing and VP Administration)

They shall be responsible for the overseeing of creation and implementation of all marketing and communications aspects to projects taken on by Enactus. They shall be responsible for the

maintenance of all social media including the Facebook page, the twitter account, the instagram account and other social media platforms that may arise. They shall make sure that all marketing aspects meet the code of conduct of Enactus Canada. They shall promote Enactus and Entrepreneurship throughout campus using a variety of marketing methods. They shall be responsible for taking minutes at all executive and general group meetings and sending the minutes to all Enactus members. They shall be responsible for informing members of executive and general meetings.

VP Events (1 position)

They shall be responsible for creating an events team that will be in charge of all fundraising initiatives. They shall be responsible for member recruitment, including recruiting events such as Club Extravaganza. They shall work with the VP Communications to promote Enactus Acadia throughout campus using a variety of marketing methods. They shall be responsible for organizing member attendance to Enactus Regional, National and World competitions and work with the VP Finance to arrange finances.

VP Operations (1 position- Previously VP Projects)

They shall be responsible for acting as a liaison between project managers and the executive team. They shall be responsible for the supervision of project managers and ensure that goals are being met each semester. They shall report updates of each project at every executive meeting. They shall encourage all team members to explore various projects. They shall work alongside the president/co-presidents in writing project scripts to be used for official Enactus events such as regional and national competitions.

Round 3: Project Manager Positions - Due March 25th at noon

The project manager shall recruit and engage general members to carry out the project. They shall prepare budget and request funding for project expenses. They shall report project status to the Vice President Project Development weekly and update all members during the general meetings.

Project Manager Entrepreneurship (2 positions)

Project Manager Financial Literacy (2 positions)

Project Manager Eco-living (2 positions)

Project Manager Youth Empowerment (2 positions)

March 2016

[Add Holidays](#) | [April](#) | [May](#) | [All 12 Months](#) | [Other](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17 President applications due at noon	18 President Interviews President decision
	20 VP applications due at noon VP interviews	21 VP interviews	22 VP decision	23	24	25 PM applications due
	27 PM interviews	28 PM interviews	29 PM decision	30	31	