



TILBURG UNIVERSITY

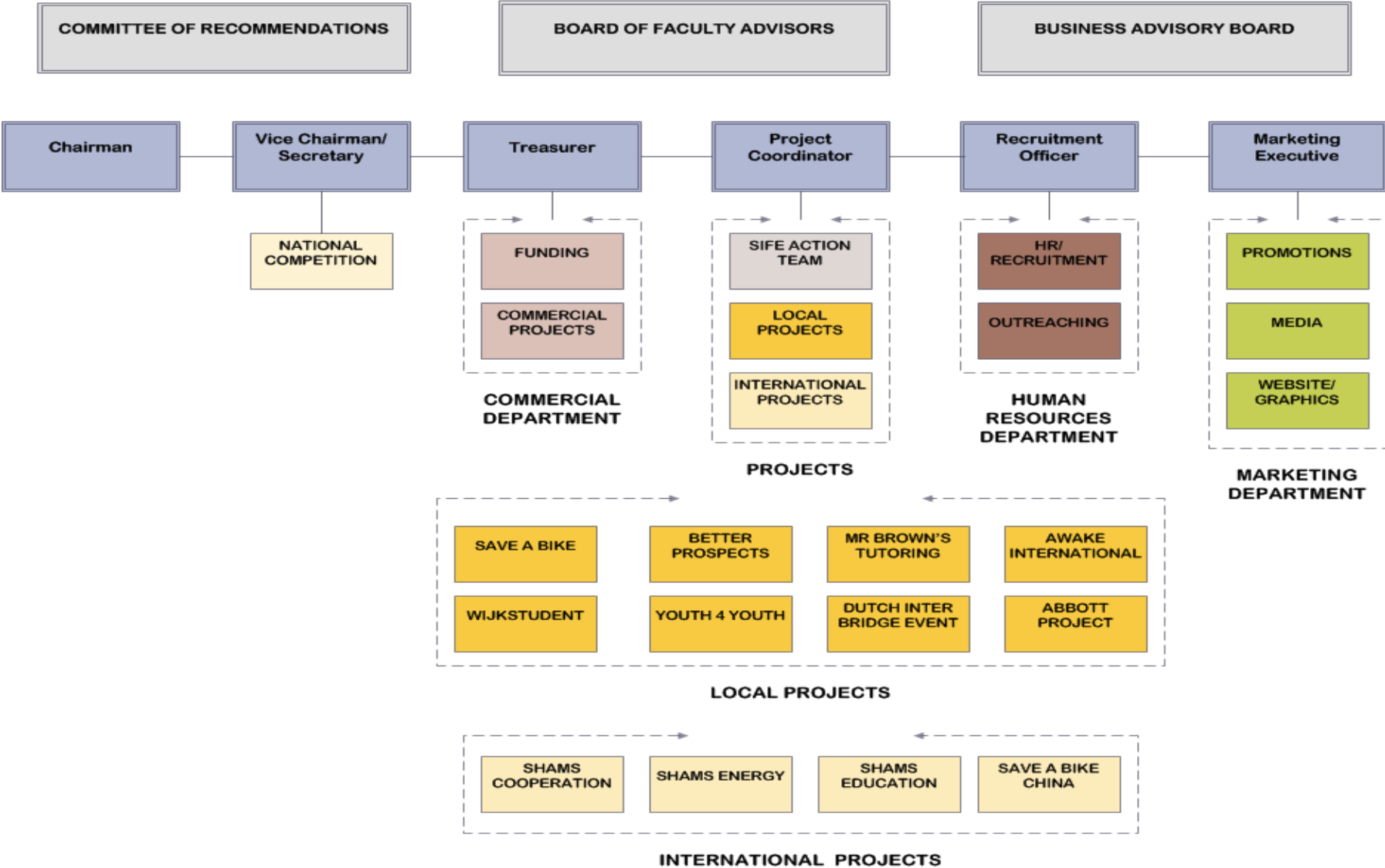
VACANCIES

BOARD POSITION DESCRIPTIONS

2011-2010

*“The entire team is **accountable** for what they deliver,
the leaders in the team inspire the team to take
responsibility”.*

SIFE TILBURG UNIVERSITY ORGANIZATIONAL CHART



Board of SIFE Tilburg

The board of SIFE Tilburg consists of 6 positions: Chairman, Vice-Chairman, Treasurer, Project coordinator, Recruitment officer and Marketing Executive. These are indicated by the **blue** boxes in the chart. The board members are each responsible for a different department of the whole SIFE Tilburg University team.

CHAIRMAN

The Chairman is a person that has a sense of leadership and ambition, focus and energy, drive and personality. You are the figurehead and create new opportunities with partners and business leaders. You will lead a young entrepreneurial team and be the motivator of all of your fellow SIFE members, you are able to represent your team to the highest quality and you are well spoken. You must be flexible and be able to deal with changes that are not anticipated, you should also keep team decisions bureaucratic and fair.

Responsibilities

- Setting the strategy and steering the SIFE Tilburg team in the right direction.
- Sets the mission and vision of SIFE Tilburg.
- Creates and maintains contacts with *external parties*, i.e. partners, SIFE NL etc.
- Maintains contact with the Faculty Advisors and –together with the Treasurer– the Business Advisory Board.
- Connects the whole SIFE team with FA & BAB.
- Oversees the operation of the whole team.
- Chairs weekly board meetings
- Represent SIFE Tilburg and creating cooperation and partnerships.

VICE CHAIRMAN/SECRETARY

The Secretary supports the Chairman and the rest of the Board members who need extra help and also keep track of all administration that pertains to the board activities. This person must

be flexible, organized, and responsible and stay in touch with external contacts as well as SIFE members.

Responsibilities

- Must be aware of the activities of the Chairman.
- Creates agenda and reserves room for weekly board meetings and general meetings.
- Keeps administration and documentation for the board activities and whole team.
- Coordinate the National Competition Presentation team

PROJECT COORDINATOR

The project coordinator keeps an overview of the projects and their developments and makes sure that they comply with the main SIFE Criterion. Together with the board, you brainstorm with team members on different possibilities and ideas. One should be open to ideas, but also have a realistic perspective on the feasibility of the projects, to be able to stay on top of things as well as knowing how to motivate the project members. As project coordinator the strongest points are open communication and directness.

Tasks include:

- Oversees all on-going projects of SIFE Tilburg with a clear overview.
- Being the main point of contact for the Local- and International Project Leaders and the project members.
- Meeting with Project Team Leaders to make sure projects are progressing in the right manner.
- Makes sure projects fulfill the SIFE criterion.
- Meeting with other Project Coordinators in NL to discuss issues and share tricks of the trade

TREASURER

As Head of the Commercial Team, you should be daring, bold and outspoken. You can approach potential investors with ease. Nothing is out of your reach. You should have the knowledge and skills to be able to communicate the SIFE concept and mission in the best possible manner to potential partners.

Tasks include:

- Along with the Chairman, approaching sponsors and partners.
- Oversees and guides the ***Business Development Department*** of SIFE Tilburg team.
- The role of the Treasurer is to check and control the funds within SIFE.
- Plan and organize budget for the academic year.
- Keep administration of all financial transactions.
- Create annual report and balance sheet.

RECRUITMENT OFFICER

You are responsible for recruiting new members for your team. You should also have a keen ability to match the right person to the right projects. You are observant and know how to conduct interviews to select the ideal SIFE student. There are 3 recruitment campaigns per year: 2 for project and commission members and 1 board recruitment period.

Tasks include:

- Planning and organizing the 3 recruitment campaigns per year
- Works closely together with marketing department
- Planning the transition period of members
- Keep an inventory of all SIFE members
- Managing interviews and selection of potential SIFE members

MARKETING DIRECTOR

The Marketing executive should be adventurous, energetic and creative, and has the responsibility to promote SIFE on campus in a fun and innovative way. Creating awareness for our projects as well as the SIFE concept, via online and traditional media.

Tasks include:

- Guide teams in the Marketing Department of SIFE Tilburg.
- Carries out the marketing goals set by jointly by the board at the beginning of the school year.
- Spread and maintain the SIFE Brand on campus and in local community.
- Creating design for marketing and recruitment campaigns throughout the year.