



# **Enactus UK Committee Roles Support Pack**

Use this helpful guide to learn about and understand the different roles and responsibilities of the Enactus committee.

This is a great resource to support with roles and responsibilities and is designed to give an overview of typical activities, but by no means is it an exhaustive list of everything that may be included in the role.

**Good Luck!**

# Role Synopsis

## Team Leader

(and Vice-President)

### Skills Gained:

- Leadership
- Communication
- Time - Management
- Critical Thinking
- Adaptability
- Resilience
- Project Management

**EUK Suggests:** For students interested in taking on this role, we strongly advise that you are a full-time student, not on a work placement. The role of the team leader is a hands-on role that requires an on-campus presence and flexibility.

### As a team leader you will...

- Lead the committee sessions and direct the agenda and discussion points.
- Be the contact point for Enactus UK, University Advisors, Alumni, and the wider team.
- Chair weekly committee meetings and (at least) monthly full-team meetings and ensure tasks, and responsibilities are agreed upon.
- Ensure that Enactus UK communication requests are completed in full and promptly
- Ensure that the Enactus team is represented at the Enactus UK National Competition, National Expo, and other mandatory events
- Set the vision and pace of the team
- Build a team around you - the year will be busy, and you will have a lot on your plate. Build trust with your teammates by giving them responsibilities for the success of the team.

"Being the Enactus NTU president and supporting our most successful projects has been absolutely wonderful. It's so fulfilling to see how the support from Enactus UK and corporate partners can enable us to create real change while at university and I look forward to seeing the future of our projects!"

**Yumna - Enactus NTU**

# Role Synopsis

## Human Resources

### Skills Gained:

- Communication
- Negotiation
- Relationship Building
- Adaptability
- Organisation and planning
- Inclusion Awareness

***EUK Suggests:*** Always focus on the three core reasons why people join Enactus and build your recruitment, engagement, and retention strategies around these. Focus on diversity of thought and you will create an excellent team!

### As HR you will...

- Take the lead on the recruitment, onboarding, and engagement of new and existing members
- Ensure that all students have registered with Enactus UK ([enactusuk.org/join](http://enactusuk.org/join))
- Ensure that the handover for all roles has been conducted and that all roles are filled ahead of the start of the Enactus UK year
- Develop an engagement and retention strategy for the team to manage, motivate and retain all members inc. training for team members
- To encourage equity, diversity, and inclusion in every way - through recruitment, engagement activities and project development
- Ensure the team keeps up to date with the new student email from Enactus UK and communicate with new members.
- Work with the relevant people to organise (re) freshers' events.
- Run induction sessions for new members (monthly).
- Induct new students into the relevant areas of the team (monthly)
- Ensure all members within the team have a role and purpose to fill in the team

"As the HR Director, I get to create long-lasting relationships with students from different degree disciplines, different interests, and different backgrounds. I love being responsible for the growth, innovation, and sustainability of the Enactus Liverpool team. Through building relationships amongst the team and the university, I have been able to create a fun space of inclusivity and solidarity, where each voice is heard."

**Millie - Enactus Liverpool**

# Role Synopsis

## VPE

### Skills Gained:

- Communication
- Time Management
- Relationship Management
- Adaptability
- Organisation
- Stakeholder Engagement
- Flexibility
- Leadership
- Networking

***EUK Suggests:** Due to the level of communication with external partners and stakeholders, the main responsibilities of a VPE can only be taken on by one member of the team. There can of course be extra support around the VPE if needed.*

### As VPE you will...

- Arrange and facilitate your Monthly Support Network Meetings with at least two weeks' notice (with a calendar invite)
- Connect with your VPE Mentor a minimum of 1x per month
- Upload the minutes of that meeting to the VPE folder on your team's Google Drive by the monthly deadline
- Complete the monthly Enterprise Rent-a-Car VPE Challenges with your VPE mentor
- Run Enactus partner-specific Employability Events for Your Enactus Team utilising your support network
- Promote all Enactus UK partner career opportunities, project challenges, and competitions to your Enactus team
- Participate in monthly VPE training
- Follow Enactus UK guidelines when communicating with any third party

"Joining Enactus Glasgow as Vice President of Engagement has been a rewarding experience. I developed valuable skills such as networking, stakeholder relationship management, event planning and execution, and communication. Overall, the VPE role has been a brilliant addition to my university experience!"

**Erin - Enactus Glasgow**

# Role Synopsis

## Project Leader

### Skills Gained:

- Communication
- Delegation
- Project Management
- Time-Management
- Flexibility & Adaptability
- Record keeping
- Critical thinking

**EUK Suggests:** To accelerate your project you may have multiple projects within one larger project. We suggest that you have one project leader and possibly multiple interventions leads to support the wider impact. Passion for your project is key - use this to drive your project forward by ensuring your team is on board with the plan!

### As a project leader you will...

- Chair weekly project meetings and represent the project at monthly full team meetings to communicate support, needs, and challenges.
- Prepare and communicate the project strategy, planning and overseeing the timeline of activities to ensure they are completed in full and to deadlines.
- Utilise project management resources for project planning and development, as provided by PMI and Enactus UK
- Ensure that your project structure and development follow the Enactus UK criterion.
- Attend Enactus UK-hosted training events to maximise understanding of the programme and how to implement the training into your project development.
- Ensure your project follows key design tools such as design thinking
- Identify key roles within your project team for project members to ensure everyone has a purpose
- Gather testimonials, data, and content outlining your project progress ahead of any project showcase opportunities i.e. National Competition

"Being a project leader gives you a new perspective into the impact you are making and *capable* of making as part of a team of passionate project members, your local University Enactus team, and as part of the wider Enactus UK and International community.

This role taught me that the goal is never 100%—with small consistent steps, enough passion, and support, you can make a true difference!"

**Hana - Enactus Manchester**

# Role Synopsis

## Marketing

### Skills Gained:

- Communication
- Branding
- Creativity
- Adaptability
- Copy writing
- Time -  
Management

**EUK Suggests:** *That your social media pages act as a journal for your team's and your project's development.*

*To support the promotion of your team, it is important to share updates using images, graphics, and clear text recommended in the brand guidelines for new members to engage with. By doing so, this can increase the likelihood of new members getting involved with the team.*

### As Marketing Lead you will...

- Ensure all social media communication is consistent with the Enactus UK guidelines.
- Use your skill to inform, engage and promote opportunities to a wider network including posting on your social media platforms. This may include other project accounts as well as your Enactus general account.
- Utilise various mediums of marketing to maximise your impact as a team
- Repost appropriate Enactus UK posts on your story or others if appropriate.
- Promote events from Enactus UK, partners, and your team through team social media and website.
- Design graphics and write the text for posters, leaflets, emails, your team's website, etc.
- Capture high-quality photos and videos during activity and uploading them to Enactus UK's Content Drive
- If applicable, repost and share Enactus UK resources and posts on social media channels.

"As VP of Marketing, Enactus has presented many opportunities to lead our promotional activities, from running stalls to workshops. I have got to meet many inspiring people through partnerships and collaborations within Lancaster University and beyond to the local community, with this support, I was able to organise initiatives such as our Christmas fundraiser, which I learned a lot from not only my experiences but other people's expertise. The best part is being able to see the immediate impact on student engagement and enthusiasm for our mission at Enactus Lancaster!"

**Isabelle - Enactus Lancaster**

# Role Synopsis

## Treasurer

### Skills Gained:

- Communication
- Commerciality
- Budgeting
- Adaptability
- Project Management
- Record Keeping

**EUK Suggests:** *Look into the fundraising opportunities within the student handbook for suggestions on how to increase the team's finances for training and projects.*

### As Treasurer you will...

- Liaise with the SU on income for the team.
- Manage the team bank account and ensure that you understand the financial procedures
- Support the decision on how to financially support projects/events/others.
- Manage the team's finances and set and agree on an annual expense budget and process (cost control)
- Liaise with the Students' Union (if affiliated) and follow their financial procedures.
- Keep a detailed record of project income (grants) and expenses by project and apply for grants with Project Leaders.
- Support the committee on financial planning - events, training, projects etc.
- Work with the committee to maximise income generation - commercial projects, grant opportunities, partner competitions etc.

"Being the Enactus Finance Lead gave me the practical experience I needed to support my finance and accounting degree. It allowed me to put some of my basic finance training into practice which supported my understanding even further and helped me do better in my degree. Now as a qualified accountant, I look back on my time in Enactus as my first opportunity of practical learning which helped me get to where I am today."

**Richard, Enactus Alumni**

# Role Synopsis

## Social Secretary

### Skills Gained:

- Communication
- Time - Management
- Organisation
- Relationship-management
- Critical thinking
- Practical Event Management Experience

***EUK Suggests:** Ensure your events are diverse in nature and accessible for all. There are lots of fun ways that you can support team inclusion that ensure all members feel able to take part in the fun!*

### As a Social Sec you will...

- Support the team in arranging events to support team cohesion which may be social or developmental in nature.
- Communicate with stakeholders to organise events, which can include university staff as well as external parties.
- Ensure that all Enactus team events are accessible to the needs of all members.
- Discuss with the treasurer and team leader on potentially commercialising social events to fundraise for the team (if appropriate)

"I've been able to do so much more than just plan and host events for Enactus Hull. I've had the opportunity to go to my first regional feedback summit, create digital posters to encourage recruitment, and hold pop-up stands around the Uni to raise awareness.

It's been refreshing to meet so many new people, who are all so passionate, and to gain some valuable experience and education; all whilst working towards helping people in the community!"

**Sapphire - Enactus Hull**



# FAQ's

**Q)** Can we have more than one team leader?

**A)** We would suggest having one team leader, and possibly a vice president to support if necessary.

**Q)** What do we do if other members want a committee role, but we do not have any roles left?

**A)** This would be a great opportunity to encourage a shadow committee, or secondary leads to support on each role if it is needed.

**Q)** I want to take on a committee role but my degree is quite demanding, what do I do?

**A)** This is a great opportunity for you to develop your time management if you are up for the challenge, however, as a team member you will have more flexibility on how many hours per week you are able to support.

**Q)** Can we split a committee role between two people or more?

**A)** It depends on the role as there are some committee roles that have multiple responsibilities which you may want to delegate or have the support of a shadowing member or vice. However, in roles such as the VPE we advise keeping to one member.

**Q)** I'm going on placement - can I still be involved in the committee?

**A)** Absolutely you can support the committee, but we would strongly suggest that you do not take on a committee role for that year as work placements can be demanding and that is where your focus needs to be.

**Q)** I've only got a few months left of University, can I be on the committee?

**A)** We would suggest that those taking committee roles for the first time are able to dedicate a minimum of a year to the role for the sake of consistency. If a role isn't filled by all means support in the interim and help advertise and fill that position.

**Q)** If I am already in the committee, can I continue?

**A)** From an EUK perspective - absolutely! The only thing we would suggest is to double check with your SU if affiliated if elections are still needed.